

AGENDA

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday **March 6, 2025** **9:00 a.m.**

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

PUBLIC COMMENT PROCEDURES

In response to AB 2449, the Sacramento Employment and Training Agency (SETA) Governing Board is conducting this meeting utilizing a hybrid approach, permitting members of the public to participate in person or via Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Board and included in the record.

In the event of disruption that prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

In-Person Public Comment

Members of the public are encouraged to participate in the meeting by completing a speaker card or submitting written comments by email to SETA's Clerk of the Boards, Anzhelika.Simonenkova@seta.net. Any member of the public who wishes to speak directly to the Board regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or Anzhelika.Simonenkova@seta.net. Please include in your request the item(s) on which you would like to participate.

Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833, 89342212346# US (San Jose).

Meeting ID: 893 4221 2346

Passcode: 927059

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During the meeting any questions or comments may be submitted via the chat features on Zoom.

Accommodations

Request for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3753. Closed captioning will be available.

This meeting is digitally recorded and available to members of the public upon request.

This document and other Board meeting information may be accessed through the Internet by visiting the SETA webpage: www.seta.net/board/board-agendas.

GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

MAYOR PRO TEM
City of Sacramento

Patrick Kennedy

BOARD OF SUPERVISORS
County of Sacramento

Vacant

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

Anita Maldonado, Ph. D.

EXECUTIVE DIRECTOR

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

Recognition of Long-term Employees:

- *Sandra Lee*, Purchasing Analyst (35 years)

I. CONSENT ITEMS:

- | | | |
|-----------|---|-------|
| A. | Approval of Minutes of the February 6, 2025 Regular Board Meeting
(Anita Maldonado) | 1-11 |
| B. | Approval of Claims and Warrants (Anita Maldonado) | 12 |
| C. | Receive, Adopt and File the Sacramento County Annual Investment
Policy of the Pooled Investment Fund – Calendar Year 2025
(Mario Maslac) | 13 |
| D. | Approval of the Private Sector and Low-Income Sector Lists and the
Appointment of Low-Income and Private Sector Organizations to Select
Representatives and Alternates to Serve on SETA’s Community Action
Board (Julie Davis-Jaffe) | 14-24 |

II. ACTION ITEMS:

A. General Administration

- | | | |
|----|---|-------|
| 1. | Timed Item 9:00 A.M. and Public Hearing
Approval of Addition of Changes to the SETA Personnel Policies and
Procedures Sections 9 and 11 (Bevan Richardson) | 25-68 |
| 2. | Approval to Award Contract for E-Rate IT Procurement (Kenji Castro) | 69 |
| 3. | Approval to Award Contract for Labor Negotiations and Consultation
Services for the Sacramento Employment and Training Agency
(Anita Maldonado) | 70 |
| 4. | Approval of Compensation Package for Executive Director
(Mario Maslac) | 71-74 |

B. Workforce Development Department

General/Discretionary: No items

One Stop Services: No items

Community Services Block Grant: No items

Refugee Services: No items

C. Children And Family Services Department: No items

III. INFORMATION ITEMS:

- | | | |
|-----------|---|-------|
| A. | Fiscal Monitoring Reports (Mario Maslac) | 75-79 |
| | <ul style="list-style-type: none"> • Elk Grove Unified School District | |
| B. | Employer Success Stories and Activity Report (William Walker) | 80-91 |

C.	Dislocated Worker Update (William Walker)	92-96
D.	Unemployment Update/Press Release from the Employment Development Department (Roy Kim/Cara Welch)	97-102
E.	Head Start Reports (Karen Griffith)	103-109
IV.	PUBLIC COMMENTS RELATING TO MATTERS NOT ON THE POSTED AGENDA	110
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A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
VI.	ADJOURNMENT	

DISTRIBUTION DATE: Thursday, February 27, 2025

CONSENT ITEM I-A

Approval of Minutes of the February 6, 2025 Regular Board Meeting

Presenter: Anita Maldonado

RECOMMENDATION:

That the Board review, modify if necessary, and approve the attached minutes.

BACKGROUND:

Attached are the minutes of the February 6, 2025 meeting for your review.

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday February 6, 2025 9:00 a.m.

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Mr. Desmond called the meeting to order at 10:01 a.m. The roll was called and a quorum was established.

Members Present:

Patrick Kennedy, Member, Board of Supervisors
Eric Guerra, Vice Chair, City of Sacramento
Rich Desmond, Chair, Board of Supervisors
Mai Vang, Member, City of Sacramento

Members Absent: None

Recognition of Long-term Employees:

Ms. Corinne Lewis, Infant/Toddler Lead Teacher (20 years of service)

Ms. Atkinson and Ms. Ponce congratulated Ms. Corrine Lewis on her 20 years at SETA and provided her background highlights.

Ms. Emma Casebolt, Family Service Worker (25 years of service)

Ms. Keirseay congratulated Ms. Emma Casebolt on her 25 years at SETA and provided her background highlights.

Ms. Karen Griffith, Children and Family Services Deputy Director (30 years of service)

Ms. Maldonado congratulated Ms. Karen Griffith on her 30 years at SETA and provided her background highlights.

I. CONSENT ITEMS:

- A. Approval of Minutes of the December 5, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Out of State Travel to Attend the ADP Training

Moved/Guerra, second/Vang, to approve the following consent items:

- A. Approval of Minutes of the November 7, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Out of State Travel to Attend the ADP Training

Roll call vote:
Aye: 4 (Guerra, Kennedy, Desmond, Vang)
Nay: 0
Abstention: 0
Absent: 0

II. ACTION ITEMS:

A. General Administration

1. Timed Item 9:00 A.M. and Public Hearing

Approval of Wage Increase for the Head Start Parent Intern (Temporary) Classification

Mr. Richardson reviewed the item and advised that the Agency needs approval to increase the hourly rate for the Head Start Parent Intern (Temporary) classification to \$16.50 in order to comply with the new state minimum wage.

Mr. Desmond opened the public hearing at 9:17 a.m.

There were no public comments.

Mr. Desmond closed the public hearing at 9:17

Moved/Guerra, second/Kennedy, to approve the hourly wage increase for Head Start Parent Intern (Temporary) from \$16.00 to \$16.50 per hour effective January 1, 2025.

Roll call vote:
Aye: 4 (Guerra, Kennedy, Desmond, Vang)
Nay: 0
Abstention: 0
Absent: 0

2. Timed Item 9:00 A.M. and Public Hearing

Approval of Revisions to the Training/Staff Development Officer Job Specification

Mr. Richardson reviewed the item and advised that the Agency would like to recruit a Training/Staff Development Officer to support the SETA Strategic Plan and in response to staff interest. The union is also highly supportive of reinstating this position.

Mr. Desmond opened the public hearing at 9:20 a.m.

There were no public comments.

Mr. Desmond closed the public hearing at 9:20 a.m.

Moved/Vang, second/Guerra, to approve the revised job specification for the Training/Staff Development Officer classification.

Roll call vote:
Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0
Abstention: 0
Absent: 0

3. **Timed Item 9:00 A.M. and Public Hearing**

Approval of Revisions to the Personnel Clerk Job Specification

Mr. Richardson reviewed the item and advised that it outlines the updated duties and responsibilities of the Personnel Clerk to provide additional support to the Human Resources department and meet the needs of the Agency.

Mr. Desmond opened the public hearing at 9:21 a.m.

There were no public comments.

Mr. Desmond closed the public hearing at 9:21 a.m.

Moved/Guerra, second/Vang, to approve the revised job specification for the Personnel Clerk classification.

Roll call vote:
Aye: 4 (Guerra, Kennedy, Desmond, Vang)
Nay: 0
Abstention: 0
Absent: 0

4. **Timed Item 9:00 A.M. and Public Hearing**

Approval of Revisions to the Senior Personnel Analyst Job Specification

Mr. Richardson reviewed the item and advised that it outlines the updated duties and responsibilities of the Senior Personnel Analyst to provide additional support to the Human Resources department and meet the needs of the Agency.

Mr. Desmond opened the public hearing at 9:22 a.m.

There were no public comments.

Mr. Desmond closed the public hearing at 9:22 a.m.

Moved/Vang, second/Kennedy, to approve the revised job specification for the Senior Personnel Clerk classification.

Roll call vote:
Aye: 4 (Guerra, Kennedy, Desmond, Vang)
Nay: 0
Abstention: 0
Absent: 0

5. **Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for the Fiscal Year Ended June 30, 2024**

Mr. Maslac, the Fiscal Chief of SETA, reported that the annual independent auditor's report has been completed, and everything has been deemed in order. However, the auditors noted an ongoing imbalance in the accounting records that has continued for the last several years. This imbalance does not have any impact on the Agency. To address the issue, discussions are underway regarding the potential procurement of financial reporting software or the invitation of an outside expert.

Moved/Guerra, second/Desmond, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2024.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

6. Approval of the Recommended Process for Appointing the Public Representative Member to the SETA Governing Board

Ms. Maldonado reviewed the item and informed members that SETA proposes a process outlined in the packet for recruiting and appointing the Public Representative Member to the SETA Governing Board following the recent resignation of long-standing member Ms. Scherman.

Mr. Guerra recommended excluding the requirement for approval from the Board of Supervisors and City Council from the proposed process. However, Legal Counsel stated that this approval is necessary according to the Joint Powers Agreement in place.

Moved/Guerra, second/Kennedy, to approve the recommended appointment process of the Public Representative Member to the SETA Governing Board.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

7. Approval to Use Fund Balance

Ms. Maldonado reviewed the item and advised that the Agency recommends approving the use of the agency fund balance to cover travel and attendance costs for the Executive Director to participate in the 2025 Capitol-to-Capitol (Cap-to-Cap) event in May.

Mr. Guerra recommended including the Chair (or the designee) of the Governing Board to attend the event and cover travel and attendance costs.

Moved/Guerra, second/Vang, to approve the use of the agency fund balance to cover travel and attendance costs for the Executive Director and/or Governing Board member to participate in the 2025 Cap-to-Cap event in May.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

B. Workforce Development Department

General/Discretionary:

1. Ratification of the Submission of a Letter of Interest/Application to the Employment Development Department (EDD) for the Workforce Innovation and Opportunity Act (WIOA), Title IV, Vocational Rehabilitation (VR) Funding Under the Disability Access, Equity, And Inclusion (DAEI) Grant, Program Year 2024-2025, and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modifications and Any Other Documents Required by the Funding Source

Ms. O’Camb advised that this item seeks the Board’s approval to ratify the submission of SETA’s application to EDD for a DAEI grant in the amount of \$1,469,962 to serve 210 people with disabilities over a two-year grant period, which is anticipated to commence July 1, 2025. The projects under the grant will focus on advancing local workforce area capacity that supports sustainable cross-system collaboration, co-enrollment, and shared case management between EDD and the WIOA Department of Rehabilitation programs, resulting in improved outcomes for people with disabilities. Within the application, SETA requested approval from EDD to subcontract with the Folsom Cordova Community Partnership for \$247,000 to serve 35 participants, with PRIDE Industries for benefits planning services, with Zavikon, Inc., for intensive case management for individuals with developmental disabilities, with Meristem and California Employers Association for employer outreach and education, under fee- and referral-based Vendor Service Contacts.

Moved/Guerra, second/Desmond, to ratify the submission of SETA’s letter of interest/application to the Employment Development Department (EDD) for the WIOA, Title IV, Vocational Rehabilitation (VR) funding under the Disability Access, Equity, and Inclusion (DAEI) grant in the amount of \$1,469,962 to serve 210 people with disabilities (PWDs), and authorize the SETA Executive Director to execute the agreement, subgrant agreements, modifications and any other documents required by the funding source.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

2. Ratification of the Submission of an Application to Valley Vision Under the We Prosper Together, Catalyst Pre-Development Projects Application Request for Proposals, and Authorize the Executive Director to Execute the Agreement,

Subcontract Agreements, Modifications, and Any Other Documents Required by the Funding Source

Mr. Kim advised that this item seeks the Board's approval to ratify the submission of SETA's application to Valley Vision under the We Prosper Together, Catalyst Request for Proposals aimed at pre-development planning related projects funded with California Jobs First initiative funds. The Agency's application, submitted by the deadline, is designed to continue the talent pipeline management collaborative launched in partnership with the City of Sacramento, Capitol Impact, and others in September 2024.

Moved/Guerra, second/Kennedy, to ratify the submission of SETA's application to Valley Vision under the We Prosper Together, Catalyst Pre-development Projects Application Request for Proposals (RFP), in the amount of \$737,000, and authorize SETA's Executive Director to execute the agreement, subgrant agreements, modifications and any other documents required by the funding source.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

One Stop Services: No Items

Community Services Block Grant: No Items

Refugee Services:

3. Approval of Funding Augmentation Recommendation for World Relief Under the Refugee Support Services (RSS) Program, Program Year 2024-2025

Ms. O'Camb advised that this item seeks the Board's approval of the funding augmentation recommendation for World Relief's RSS program to increase the total number of refugees to be served this program year and to approve the accompanying funding augmentation item for the housing and utility supports for those additional refugees. In addition, staff seeks the Board's approval of the following funding stipulations:

- 1) Provider must allocate a minimum of 5 percent of the RSS program augmentation for supportive services. This is in addition to the housing and utilities support provided under the "additional" support service award.
- 2) Participants in Match Grant employment services are not eligible to participate in RSS-funded employment programs until all services within the Match Grant have been exhausted.

Over the past three months, World Relief demonstrated increased administrative and operational capacity through improved program performance, enrolling 41 out of a total funded enrollment of 60 through December 31, 2024. World Relief has also demonstrated improvement in program and fiscal documentation, tracking, and reporting. With this funding augmentation approved, World Relief's planned

enrollment number will increase from 60 to 75 and meet its operation capacity. All additional enrollment slots must be filled by September 30, 2025.

Moved/Guerra, second/Vang, to approve the funding augmentation recommendation for World Relief's RSS program, and the recommended augmentation for RSS "additional" support services, PY 2024-2025, as well as, the following funding stipulations:

- 1) Provider must allocate a minimum of 5 percent of the RSS program augmentation for supportive services. This is in addition to the housing and utilities support provided under the "additional" support service award.
- 2) Participants in Match Grant employment services are not eligible to participate in RSS-funded employment programs until all services within the Match Grant have been exhausted.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

C. Children And Family Services Department:

1. Approval of SETA Standards of Conduct

Ms. Griffith reviewed the item and stated that it represents updated Standards of Conduct that align with the revised Office of Head Start Performance Standards. These updates apply to all SETA Head Start staff. The updated Standards of Conduct include more detailed safety, supervision, and personal rights expectations.

Moved/Guerra, second/Kennedy, to approve the updated Standards of Conduct aligned to the Office of Head Start Performance Standard revision.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

2. Approval to Budget Modification and 1303 Facilities Renovation and Repair Application and Modifications for the Program Year 2023-2024 Head Start Basic (09CH011763)

Ms. Griffith advised that this item seeks the Board's approval to budget modification required to complete the 1303 major renovation projects at San Juan Unified School District Kingswood, Billy Mitchell, Sunrise, and Encina sites. It involves reallocating underspent funds from the Fringe Benefits, Supplies, and Other cost categories into the Personnel and Construction cost categories. Due to the increased cost compared to original estimates and Americans with Disabilities Act (ADA) accessibility standards, budget modification is needed. The projects are still scheduled to be completed by Summer 2025.

Moved/Guerra, second/Kennedy, to approve the budget modification for the 2023-24 Head Start Basic Funds and the application and modification requests to San Juan Unified School District's 1303 Facilities Renovation and Repair Applications.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

3. Approval to Budget Modification for the Head Start American Rescue Plan Act Funds (09HE000671)

Ms. Griffith reviewed the item. She advised that similarly to the previous item, it pertains to San Juan School District as they request budget modification for the Head Start American Rescue Plan Act Funds (ARPA) to move underspent funds from Personnel, Fringe, and Supplies to the Delegate's Construction and Other (Deferred Maintenance) cost categories to complete the structural improvements.

Moved/Guerra, second/Kennedy, to approve the budget modification request for the Head Start American Rescue Plan Act Funds.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

4. Approval to Revised Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Ms. Griffith reviewed the item and advised that based on Performance Standards, a program must annually establish selection criteria that weigh the prioritization of selection of participants. In August 2024, the Performance Standards were updated with a statement that a program may consider the enrollment of children of staff members as part of the selection criteria. As a result, the selection criteria for enrollment in Head Start or Early Head Start programs were updated accordingly. Staff members who wish to enroll their children in the program will be required to meet eligibility requirements.

Moved/Kennedy, second/Guerra, to approve the revised Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

5. Change of Scope for Program Year 2024-2025

Ms. Griffith reviewed the item and advised that SETA requests approval of the mid-year change to the program design to address changing community needs. Based on analyzed data, SETA requests an enrollment reduction of 90 slots, altering the funded enrollment from 3,448 to 3,358. The 90-slot reduction request within the current year translates to a 2.6% decrease in funded enrollment. This adjustment is a strategy to “right size” the program as TK expansion in Sacramento County nears full implementation by 2025-26. As a result of TK expansion, there is an increase of 3-year-olds in the Head Start program, which impacts the program’s ability to enroll due to capped class sizes of 17 students.

Ms. Griffith ensured that no child or teaching staff will be affected or displaced due to the recommended change of scope.

Mr. Guerra requested further discussion on strategy for overages and two to three years of demand data.

Moved/Guerra, second/Desmond, to approve the Change of Scope for Program Year 2024-2025, reducing enrollment by 90 slots to address changing community needs.

Roll call vote:

Aye: 4 (Guerra, Kennedy, Desmond, Vang)

Nay: 0

Abstention: 0

Absent: 0

III. INFORMATION ITEMS:

- A.** WIOA Annual Performance Report: No questions
- B.** Certification of the Sacramento Works Job Centers: No questions
- C.** Fiscal Monitoring Reports: No questions
- D.** Employer Success Stories and Activity Report: No questions
- E.** Dislocated Worker Update: No questions
- F.** Unemployment Update/Press Release from the Employment Development Department: No questions
- G.** Head Start Reports: No questions

IV. PUBLIC COMMENTS RELATING TO MATTERS NOT ON THE POSTED AGENDA: None

V. REPORTS TO THE BOARD:

- A.** Chair: No report
- B.** Executive Director:
Ms. Maldonado provided the following update on the impacts of the new administration. Congress has fully appropriated and allocated SETA's current funding, and no immediate risks to current contracts are anticipated. Operations are being managed effectively, with frequent communication among staff and efforts to align activities with the new administration's priorities.

Last week, a funding freeze memo was released in the area of Head Start, which was later rescinded. This action temporarily halted the Head Start payment system; however, the

system was restored on the same day. The Head Start Regional Office is currently unable to make public statements or respond to communications.

SETA continues to focus on enrollment, improving quality, ensuring safety, and showcasing program excellence. At this time, there are no known potential cuts to the Workforce Development side of the Agency. However, there is a need to align workforce development efforts with the goals of the economic team and the President's agenda. SETA is actively working on contingency planning and cash flow management.

Additionally, SETA has updated its website and flyers to remove any language that does not align with the new administration, thereby avoiding potential unallowable costs in the future.

- C. Deputy Directors: No report
- D. Counsel: No report
- E. Members of the Board: No report

VI. ADJOURNMENT: The meeting adjourned at 9:57 a.m.

Note: The minutes reflect the actual progression of the meeting.

CONSENT ITEM I-B
Approval of Claims and Warrants

Presenter: Anita Maldonado

RECOMMENDATION:

Approve the claims and warrants for the period 12/20/2024 through 2/10/2025.

BACKGROUND:

Ms. Anita Maldonado, Executive Director, has reviewed the claims for the period 12/20/2024 through 2/10/2025, and all expenses appear to be appropriate.

CONSENT ITEM I-C

Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2025

Presenter: Mario Maslac

RECOMMENDATION:

Receive, adopt, and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2025.

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2025 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. Action by the SETA Governing Board to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a) (2).

CONSENT ITEM I-D

Approval of the Private Sector and Low-Income Sector Lists and the Appointment of Low-Income and Private Sector Organizations to Select Representatives and Alternates to Serve on SETA's Community Action Board

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

Approve the Private Sector and Low-Income Sector lists and the appointment of Private Sector and Low-income Sector organizations to select representatives and alternates to serve on the Community Action Board.

BACKGROUND:

The SETA Community Action Board (CAB) is an advisory body to the SETA Governing Board on matters relating to the Community Services Block Grant program. The CAB is a tripartite board that is composed of twelve members with four members representing each of the three constituent groups:

1. Public Officials or their representatives
2. Private Sector
3. Low-Income Sector

The bylaws governing the operation of the SETA Community Action Board (CAB) describe the process by which sector members of this tripartite board shall be selected, as follows:

Private Sector

"The SETA Governing Board, in February of every third year commencing in 2006, shall consider the names of private organizations identified on the list mentioned in Section 1.4 as appropriate for designation. The SETA Governing Board shall ensure that in the selection process a broad spectrum of the above-identified private sector groups and interests will be represented, with special emphasis given to organizations that are well suited toward providing support and guidance to the Community Action Board in its effort to actualize Community Action Program goals. Private organizations shall be selected so as to ensure the Community Action Board will benefit from broad community involvement. The SETA Governing Board shall designate up to four (4) organizations each of which shall select a member or members. No private organization shall be designated it select more than two (2) members to serve on the Community Action Board. Within thirty (30) days of designation, each designated private sector organization shall select a member or members to serve on the Community Action Board. At the same time, each private organization shall also select an alternate to attend Community Action Board meetings when the representative is unable to attend." (Section 2.2, Representation of the Private Sector, CAB Bylaws (revised 1/3/2019))

To apply for membership on the CAB, Private Sector organizations must be from any of the following six categories:

1. Business/Industry

CONSENT ITEM I-D (continued)

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2. Labor
3. Religious groups
4. Private welfare/social service agencies
5. Private educational institutions
6. Other major groups or interests in the community as determined by the SETA Governing Board

Low-Income Sector

“The SETA Governing Board, in February of every third year commencing in 2006, shall consider the names of low-income organizations identified on a list mentioned in Section 1.5 as appropriate for designation. The SETA Governing Board shall ensure that in the selection process of the low-income residents, each of the low-income target areas identified in Section 1.2 are adequately represented.

At a public meeting and via the democratic process, the SETA Governing Board will appoint up to four (4) low income organizations to select a member or members to serve on the Community Action Board. No low-income organization shall be designated to select more than two (2) members to serve on the Community Action Board. Upon designation, each low-income organization shall democratically elect an individual or individuals, who is/are a resident of the appropriate low-income target area, to serve on the Community Action Board as a representative of low-income persons who reside in the same target area.”

(Section 2.4, Representation of the Low-Income Sector, CAB By-Laws (revised 1/3/2019))

SETA staff have attached lists of recommended organizations based on the above bylaw requirements for both the Private Sector and Low-Income Sector.

In addition, staff is recommending the following appointments to the CAB:

Private Sector

Child Action, Inc. – Leslie Taylor
Valley Vision – Renee John
Turning Point – new member
Community Resource Project – new member

Low-income Sector

SETA Head Start Policy Council – Fienishia Wash and Graciela Garduno
Mutual Housing California – Dominique Espinosa
Our Kid’s Community Breakfast Club – Debra Gipson

PRIVATE SECTOR ORGANIZATIONS LIST
FOR SETA COMMUNITY ACTION BOARD MEMBERSHIP CONSIDERATION
(Community-based organizations under CSBG contract with SETA are not included in this list)

Private Sector Selection Criteria Summary

- A. The organization must be from any of the following six (6) categories:
 ✓ Business Industry ✓ Labor ✓ Religious Groups ✓ Private welfare/Social services agencies ✓ Private educational institutions ✓ Other major groups or interests in the community as determined by the SETA Governing Board
- B. Any member selected to represent a particular geographical area, must reside in that area.
- C. The SETA Governing Board may choose to reappoint private sector organizations, with an emphasis on replacing private organizations that have been represented on the Community Action Board for three (3) years or more, so that the opportunity to participate will be shared equitably among all interested, qualified private organizations.

PRIVATE SECTOR ORGANIZATIONS	PRIVATE SECTOR CATEGORY	Target Area
Child Action, Inc. <i>(Incumbent Member)</i> 9800 Old Winery Place, STE A Sacramento, CA 95827-1700	Private welfare/Social services agency	La Riviera - Sacramento County
Community Resource Project <i>(New Member)</i> 2143 Hurley Way, Suite 150, Sacramento, CA 95825	Improves opportunities for people in need throughout the Greater Sacramento Region through energy efficiency, health education, and career development.	Sacramento County
Turning Point <i>(New Member)</i> 3810 Rosin Court, Suite 170 Sacramento, CA 95834	Provide Psychosocial rehabilitation, case management, medication management and group and individual therapy/group therapy to target-population individuals with diagnoses. Serving those who may be homeless, imminent risk for homelessness, recent hospitalization discharge and/or risk for hospitalization, and temporary housing.	Sacramento County

PRIVATE SECTOR ORGANIZATIONS	PRIVATE SECTOR CATEGORY	Target Area
Valley Vision (Incumbent member) 3333 Third Avenue Sacramento, CA 95817	Civic leadership supporting healthy communities, supporting access to housing and digital inclusion. Multiple system partners to tackle tough, systemic issues by breaking down silos to build better solutions.	Sacramento County
Sierra Health Foundation 1321 Garden Highway Sacramento, CA 95833	Private welfare/Social services agency	Sacramento County
Sacramento Area Congregations Together (ACT) 2409 15th Street. Sacramento, CA 95818	Religious Groups/Private welfare/social services agency	Sacramento County
Easter Seals 3205 Hurley Way Sacramento, CA 95864	Private welfare/Social services agency	Arden Arcade - Sacramento County
Sacramento Bee 2100 Q Street Sacramento, CA 95816	Business Industry	Sacramento County
Service Employees International Union 1130 K Street Sacramento, CA 95814	Labor	Sacramento County
Catholic Charities of Sacramento 2110 Broadway Sacramento, CA 95818	Religious Groups/Private welfare/Social services agency	Sacramento County
University of the Pacific, McGeorge School of Law 3200 Fifth Avenue Sacramento, CA 95817	Private educational institution	Sacramento County

PRIVATE SECTOR ORGANIZATIONS	PRIVATE SECTOR CATEGORY	Target Area
Lutheran Social Services 4390 47 th Avenue Sacramento, CA 95817	Private welfare/Social services agency	Sacramento County
American Red Cross 1565 Exposition Blvd., Suite 100 Sacramento, CA 95815	Private welfare/Social services agency	North Area - Sacramento County
Eskaton Senior Care & Services 5105 Manzanita Avenue Carmichael, CA 95608	Business Industry	Sacramento County
Aegis Living of Carmichael 4050 Walnut Avenue Carmichael, CA 95608	Business Industry	Sacramento County
Stanford Youth Home 8912 Volunteer Lane Sacramento, CA 95826	Private welfare/Social services agency	La Riviera - Sacramento County
Mercy Housing 2512 River Plaza Drive, Suite 200 Sacramento, CA 95833	Business Industry/ Private welfare/Social services agency	Sacramento County
Youth Development Network 5320 Hemlock Street, Rm 17 Sacramento, CA 95841	Private welfare/Social services agency	Arden Arcade - Sacramento County
Big Brothers Big Sisters 800 Howe Avenue, Suite 440 Sacramento, CA 95825	Private welfare/Social services agency	Arden Arcade - Sacramento County

PRIVATE SECTOR ORGANIZATIONS	PRIVATE SECTOR CATEGORY	Target Area
<p>Sacramento Self-Help Housing, Inc. (incumbent member) P.O. Box 188445 Sacramento, CA 95818</p>	<p>Serving homelessness and those in danger of losing their housing</p>	<p>Sacramento County</p>
<p>Center for Fathers and Families 920 Del Paso Blvd. Sacramento, CA 95815</p>	<p>Responds to the needs of fathers and their families by offering programs and services that lead to family growth, enrichment, and empowerment.</p>	<p>Sacramento County Del Paso Heights</p>

**Community-based Organizations Listed by High-Poverty Target Areas
Identified in the 2024-2025 SETA Community Action Plan**
(Community-based organizations under CSBG contract with SETA are not included in this list)

SETA STAFF RECOMMENDATIONS

COMMUNITY-BASED ORGANIZATION	PROGRAMS	TARGET AREAS
Mutual Housing California (incumbent member) 8001 Fruitridge Road, Suite A Sacramento, CA 95820	Affordable housing complex which fosters strong communities through resident participation and leadership development	Florin Foothill Farms Lemon Hill North Sacramento
SETA Head Start Policy Council (incumbent members) 925 Del Paso Blvd., Suite 100 Sacramento, CA 95815	Head Start is a federally funded program for preschool children from low income families. In Sacramento County, SETA is the Head Start grantee, providing direction and support to the Head Start program	Sacramento County
Our Kid's Community Breakfast Club 4195 Taylor St. Sacramento, CA 95838	Nonprofit which promotes educational, wellness, and self-reliance activities in Del Paso Heights. Initially formed to provide breakfast to area primary & secondary youth in summer months.	North Sacramento Del Paso Heights
ADDITIONAL ORGANIZATIONS TO CONSIDER		
Advocates for Arden Arcade 3129 Pennland Dr. Sacramento, CA 95825	Charitable and Educational Organization.	Arden Arcade

COMMUNITY-BASED ORGANIZATION	PROGRAMS	TARGET AREAS
ARI Community Services, Inc. 5100 El Paraiso Ave, Sacramento, CA 95824	Social and workforce services for the limited English-speaking community	Lemon Hill
Assistance League of Sacramento 2751 Fulton Ave. Sacramento, CA 95821	Provides school clothing to youth; clothes for careers; scholarships to youth with barriers; vision screening for preschoolers; senior friendship; apartment starter kits for aging youth in need	Arden Arcade
Birth & Beyond N. Sacramento FRC 1217 Del Paso Blvd., Ste. B Sacramento, CA 95815	Offering a range of services, activities, and opportunities that respond comprehensively to the needs and hopes of local residents and families.	North Sacramento
Bread of Life Center 1260 Fulton Avenue, Suite A Sacramento, CA 95825	Training and Experiential Learning Services for Individuals, Families and Organizations	Arden Arcade
California Human Development Corp. Field Office (incumbent member) 150 Camellia Way Galt, CA 95632	Seasonal Farm Workers, affordable housing, treatment and recovery, disability services, community services including immigration and citizenship assistance, and workforce development.	Walnut Grove River Delta Galt
California Indian Manpower Consortium 738 North Market Blvd. Sacramento, CA 95834	Training and employment activities primarily directed to member tribes; WIOA-funded	North Sacramento
Center for Fathers and Families	Adult programs: parent support; drug testing Youth services: after-school and at-risk youth programs	North Sacramento
Community Resource Project 2143 Hurley Way, Suite 150, Sacramento, CA 95825	Improves opportunities for people in need throughout the Greater Sacramento Region through energy efficiency, health education, and career development.	Sacramento County

COMMUNITY-BASED ORGANIZATION	PROGRAMS	TARGET AREAS
Connections for Youth, Inc. 2620 Hurley Way B Sacramento, CA 95864	Day trip adventures; overnight camping; senior year activities; scholarships for qualified foster youth	Arden Arcade
Dunlap House Birth and Beyond FRC 4322 4 th Avenue Sacramento, CA 95817	Nurturing Parenting Program - prenatal through school age (court approved) Make Parenting a Pleasure Dare to Be You - anti-bullying program	City of Sacramento
Evolve You Foundation 3407 Arden Way Sacramento, CA 95825	Job training for foster youth	Arden Arcade
Health and Life Organization 5524 Assembly Ct, Sacramento, CA 95823	Community Health Clinic	Florin
Helping Hands Senior Network 3644 Elkhorn Blvd. North Highlands, CA 95660	Senior Centers and Services	La Riviera
Inter-Tribal Council of California 3425 Arden Way Sacramento, CA 95825	Child Care Development Fund Program; Services For Victims of Domestic Violence	Arden Arcade
Jewish Federation 2351 Wyda Way Sacramento, CA 95825	Community social worker, kosher food pantry, support groups, senior programs, transportation	Arden Arcade
KAVANAH 4704 Roseville Road, Ste. 105 North Highlands, CA 95660	Public Housing Facilities	North Highlands
Liberty Towers Church Black Child Legacy Campaign 5132 Elkhorn Blvd. Sacramento, CA 95842	Black Child Legacy Campaign	Foothill Farms

COMMUNITY-BASED ORGANIZATION	PROGRAMS	TARGET AREAS
Loaves and Fishes 1321 North C Street Sacramento, CA 95811	Homeless Services	City of Sacramento
Love Action Int. 5848 Santa Fe Way North Highlands, CA 95660	Youth camp and choir	Foothill Farms North Highlands
Meadowview Family Resource Center and Birth & Beyond FRC 2251 Florin Road, Ste. 158 Sacramento, CA 95822	Intervention services, court-approved parenting education, home visitation, engagement services, and school readiness	City of Sacramento
NAMI 1851 Heritage Ln. Sacramento, CA 95825	For mental health issues: raise awareness and provide support and education that was not previously available to those in need	Arden Arcade
Panacea 5437 Palm Ave, Sacramento, CA 95841	Offers evidence based substance abuse prevention, education & treatment, co-occurring services, anger management, family education and support, gang prevention and other counseling services.	Foothill Farms
River Oak Center for Children 5445 Laurel Hills Drive Sacramento, CA 95841	Mental health services for youth, family resource center, and early Head Start	North Highlands
Roberts Family Development Center 770 Darina Ave. Sacramento, CA 95815	Parent Empowerment Program	North Sacramento
Sacramento ACT 9249 Folsom Blvd, Sacramento, CA 95826	Vision to build a community that prioritizes racial and economic equity in all decision making and allocation of resources. Services for youth services, jobs and quality education for youth and adults, including community members returning after incarceration,	La Riviera

COMMUNITY-BASED ORGANIZATION	PROGRAMS	TARGET AREAS
	immigrants, and refugees, health and mental health care, addiction treatment, re-entry services, and environmental health.	
Sacramento Self-Help Housing, Inc. P.O. Box 188445 Sacramento, CA 95818	Serving homelessness and those in danger of losing their housing	Sacramento County
Sierra Health Foundation 1321 Garden Highway Sacramento, CA 95833	Private welfare/Social services agency	Sacramento County
Stanford Youth Solutions 8912 Volunteer Lane Sacramento, CA 95826	Workforce and counseling programs for at-risk and foster youth	Foothill Farms
Valley Hi Birth & Beyond FRC 7000 Franklin Blvd., Ste. 820 Sacramento, CA 95823	Intervention services, court-approved parenting education, home visitation, engagement services, and school readiness	City of Sacramento
Youth Development Network 5320 Hemlock St room 17, Sacramento, CA 95841	Programs to nurture strong youth leaders and teams	Foothill Farms

ACTION ITEM II-A-1

Timed Item 9:00 A.M. and Public Hearing

Approval of Addition of Changes to the SETA Personnel Policies and Procedures Sections 9 and 11

Presenter: Bevan Richardson

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Personnel Policies and Procedures Sections 9.10 (Domestic Violence, Sexual Assault, Stalking Leave), 9.17 (Sick Leave Accrual and Usage), 9.18 (Paid Sick Leave for Temporary Employees), Section 11.04 (Harassment, Discrimination, and Retaliation Policy and Complaint Procedure), and Section 11.17 (Reasonable Accommodation Policy and Process).

BACKGROUND:

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in laws, regulations, and the work environment.

In light of changes to new California laws, SETA has updated several policies in Section 9 (9.10, 9.17, and 9.17) and one in Section 11 (11.04).

Section 9.10, Domestic Violence, Sexual Assault, Stalking Leave, has been updated with new language to create a broader scope of coverage as per the new California law.

Section 9.17, Sick Leave Accrual and Usage, and Section 9.18, Paid Sick Leave for Temporary Staff, have been updated with new conditions for the allowance of paid sick leave usage.

Section 11.04, Harassment, Discrimination, and Retaliation Policy and Complaint Procedure, has been updated with new language defining "intersectionality" and expanding on the definition of the "Race" protected group.

Additionally, Section 11.17, Reasonable Accommodation Policy and Process, has been updated to provide better clarification regarding temporary accommodations for work-related and non-work-related medical restrictions.

A redlined and clean copy of the policy changes is attached for review.

All of the new requirements were to go into effect January 1, 2025.

The Policy Council took action on the policy updates on February 25, 2025.

SETA PERSONNEL POLICIES AND PROCEDURES

Effective September 6, 2024

SETA PERSONNEL POLICIES AND PROCEDURES

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~~Domestic Violence, Sexual Assault, Stalking~~ Victims of Acts of Violence Leave

Section 9.10

A leave of absence under California's ~~Domestic Violence, Sexual Assault, and Stalking~~ Victims of Acts of Violence Leave is a protected leave that provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of a qualifying act of violence to attend legal proceedings or obtain other needed relief. This includes victims of:

- domestic violence,
- sexual assault,
- ~~or~~ stalking.

~~An act, conduct, or pattern of conduct that includes causing, or threatening to cause, bodily injury or death.~~ to attend legal proceedings or obtain other needed relief.

Unpaid leave under this policy is available for an employee who is the victim of ~~domestic violence, sexual assault, or stalking~~ a qualifying act of violence to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

1. Obtain services from a domestic violence shelter or rape crisis center.
2. Seek medical attention for injuries caused by ~~domestic violence or sexual assault~~ the qualifying act of violence.
3. Obtain psychological counseling for the ~~domestic violence or sexual assault~~ qualifying act of violence.
4. Take action, such as relocation, to protect against future ~~domestic violence or sexual assault~~ acts of violence.

To request leave under this policy, an employee should provide their supervisor (reason for leave does not have to be disclosed to supervisor) and Human Resources with as much advance notice as practicable under the circumstances. If advanced notice is not possible, the employee requesting leave under this policy should provide Human Resources one of the following certifications upon returning to work:

1. A police report showing that the employee was a victim of ~~domestic violence or sexual assault~~ a qualifying act of violence.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that the employee's absence was due to treatment for injuries from domestic violence or sexual assault.

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Leaves

Domestic Violence, Sexual Assault, Stalking Victims of

In addition, the agency will provide reasonable accommodations to employees who are victims of ~~domestic violence, sexual assault, or stalking~~ a qualifying act of violence for the employees' safety while at work. A reasonable accommodation may include the implementation of safety measures, such as a transfer, reassignment, modified schedule, changed work telephone, changed work station or installed lock; assistance in documenting ~~domestic violence, sexual assault, or stalking~~ a qualifying act of violence that occurs in the workplace; an implemented safety procedure; or another adjustment to the employee's job duties and position.

Sick Leave Accrual and Usage

Section 9.17

Sick leave accruals shall be earned by regular and probationary employees based on the equivalent of full-time service from the date of appointment.

- A. Sick leave hours shall accrue to and be useable by the employee upon completion of the end of the day on the last day of the bi-weekly pay period in which it is earned. Sick leave requires the supervisor’s approval and may be denied as provided below. Unapproved sick leave is an absence without leave and shall be unpaid. Unexcused sick leave is sick leave for a purpose not approved herein, or in a manner or amount which exceeds the standards defined below.
- B. Sick leave is accrued as follows:
 - 1. 40-hour work week regular employees: sick leave hours accrue on the basis of four (4) hours, per bi-weekly pay period of service, or thirteen (13) days annually, and may be accumulated without limitation.
 - 2. Less than 40-hour work week regular employees: sick leave hours shall accrue in proportion to their regular work week hours compared with the forty (40) hour work week so that 4-hour employees earn two (2) hours per bi-weekly pay period or 6.5 days annually; 6-hour employees earn three (3) hours per bi-weekly pay period or 9.75 days annually; and 7-hour employees earn three and one-half (3½) hours per biweekly pay period or 11.375 days annually.
- C. A regular or probationary employee may utilize their accumulated sick leave when unable to perform their work duties because of the following:
 - 1. Physical or mental illness
 - 2. On or off-the-job injury, including victims of domestic violence, stalking and sexual abuse as defined by the Kin Care Law
 - 3. Necessary medical or dental care
 - 4. Exposure to or having an active contagious disease such that the health of employees, or the public would be endangered by the employee being at work
 - 5. Illness, serious medical treatment, or operation in the employee’s family, including parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. *Designated person is defined as a person identified by the employee at the time the employee requests paid sick days permitted to one designated person per 12-month period.
 - 6. Pregnancy and childbirth
 - 7. Assisting family members that are victims of a qualifying act of violence
 - 6-8. To appear in court to comply with a subpoena or court order

An employee may be required to present a certificate of the attending physician or medical practitioner to substantiate the need for and use of sick leave as allowed by law. The Agency

Leaves

Sick Leave Accrual and Usage

may also require a fitness for duty examination for cause as determined by observation of the employee's behavior or disclosure of their medical condition. The Agency may require a fitness for duty examination upon release to return to work from absence for a serious illness, injury, or exposure to a contagious disease.

- D. The Executive Director, designee, or Appointing Authority may place an employee on involuntary sick leave when recommended by a competent medical authority and when the employee's presence at work endangers the health or work performance of the employee, other employees, the Head Start children under their supervision, or Agency clients.
- E. Employees using excessive sick leave shall be notified of the concern by their direct supervisor as soon as practical and counseled regarding the use and abuse of sick leave. After initial verbal counseling, upon another occurrence the employee shall be notified in writing of the attendance requirements and advised that discipline may follow if the behavior is not corrected. Failure to report to work regularly and to follow procedures for calling out sick may be grounds for disciplinary action.

Excessive sick leave is defined as using sick leave in excess of that protected by law as follows:

1. The employee has a rate of utilization of sick leave in excess of what is protected by law, which is in excess of fifty percent (50%) of the yearly accrual. The employee will be notified of this utilization threshold when they reach forty percent (40%) usage, if possible.
 2. The employee has a pattern of sick leave use which causes concern about its legitimacy, including time associated with weekends, holidays or other leave, and/or after refused time off for that period.
 3. Supervisors/managers shall monitor the sick leave use by all employees under their supervisor or direction, including using sick leave covered by FMLA, Kin Care and other legally protected sick leave.
- F. If an employee in a class designated as Management in the annual salary classification plan dies while employed by the Agency, whether or not the death is job-related, the beneficiary shall be paid the monetary value of all sick leave accrued by the employee at the time of death.
 - G. Unused sick leave at the time of retirement shall be eligible for conversion to service credit as the retirement plan allows.

Paid Sick Leave for Temporary Staff Section 9.18

Sick leave hours shall be earned by temporary employees that are paid through the SETA payroll system in accordance with the California Paid Sick leave requirements.

- A. Sick leave hours shall be issued upon hire and will be replenished the first pay period of every calendar year.
- B. Sick leave is administered as follows:
 - 1. On the first pay period of the year, or upon date of hire, temporary employees shall receive an allotment of forty (40) hours of paid sick leave.
- C. Temporary staff, that have completed at least ninety (90) days of employment, may utilize their accumulated sick leave when unable to perform their work duties by reason of:
 - 1. Physical or mental illness
 - 2. On or off-the job injury
 - 3. Necessary medical or dental care
 - 4. Exposure to or active contagious disease such that the health of employees or the public would be endangered by the attendance of the employee.
 - 5. Illness, serious medical treatment, or operation in the employee’s family, including parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. *Designated person is defined as a person identified by the employee at the time the employee requests paid sick days permitted to one designated person per 12-month period
 - 6. Pregnancy and childbirth
 - 7. Specified purposes for an employee or family member who is a victim of a qualifying act of violence which includes being a victim of:
 - domestic violence,
 - sexual assault,
 - ~~or~~ stalking
 - 7. An act, conduct, or pattern of conduct that includes causing, or threatening to cause, bodily injury or death.
- D. The Agency may also require a fitness for duty examination or release upon return from absence for a serious illness, or exposure to a contagious disease.

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Leaves

Paid Sick Leave for Temporary Staff

- E. An employee may use up to 40 hours of sick leave in a 12-month period. To utilize the benefits, the temporary employee must request payment of sick leave hours, which hours can only be used on a day that the temporary employee was scheduled to work or was working.
- F. Paid sick leave hours for temporary employees that are unused at the end of the last pay period of the calendar year shall not be carried over into the following 12-month period.
- G. Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited.
- H. Unused sick leave hours will not be cashed out upon termination. However, if a temporary employee returns within a year of terminating their employment their previous balance will be restored if within the same calendar year.

Harassment, Discrimination, and Retaliation Policy and Complaint Procedure

Section 11.04

It is the policy of the Sacramento Employment and Training Agency (SETA) to provide a working environment free of harassment, discrimination, and retaliation. Harassment, discrimination, or retaliation by any of SETA's employees, directors, officers, volunteers, vendors, participants or agents will not be tolerated. SETA shall act promptly, vigorously and visibly with respect to any harassment, discrimination, or retaliation complaint and shall abide by the following Harassment, Discrimination, and Retaliation Policy and Complaint Procedure.

This Harassment, Discrimination, and Retaliation Policy may be more comprehensive than state or federal law. Conduct that violates these policies may not violate state or federal law but still could subject an employee to discipline. SETA will take preventative and corrective action, up to and including termination, to address any of the following behaviors, including but not limited to:

- Failure to follow any provision of this policy and/or for behavior that violates this policy or the rights it is designed to protect.
- Making unfounded allegations of harassment, discrimination, or retaliation.
- Purposely impeding an investigation involving harassment, discrimination, or retaliation.
- Retaliation related to the reporting or investigation of harassment or discrimination.

This policy applies to all employees. All employees shall follow the intent of this policy in a manner that reflects professional workplace standards and the best interests of the Agency and its mission.

Training

All new employees shall be provided with a copy of this policy and receive training on this policy as part of their new hire orientation. All employees, including supervisory and management, shall receive mandated training in accordance with state and federal law.

Protected Group/Status Defined

All SETA employees, agents, contractors, and volunteers are prohibited from harassing or discriminating against any applicant or employee in the following protected group/status, or any intersectionality of two or more protected traits, under federal and state law:

Race (includes traits associated with race, including, but not limited to, hair texture and protective hairstyles), color, religion (includes religious dress and grooming practices), sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (genetic characteristics, cancer or a

record or history of cancer), military or veteran status, national origin (includes language use) ancestry, disability (mental and physical, including HIV/AIDS, cancer, and genetic characteristics), genetic information, request for family care leave, request for leave for an employee’s own serious health condition, request for Pregnancy Disability Leave, and age (over 40).

A. Harassment Defined

Harassment, including sexual harassment, is any verbal, physical or visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with an employee’s work performance. Sexual harassment is any unwelcome sexual advance, request for sexual favors and/or other verbal, visual or physical conduct of a sexual nature. Such conduct constitutes harassment when it is either:

- An employment condition: submission to such conduct is made either explicitly or implicitly a term or condition of employment.
- An employment consequence: submission or rejection of such conduct is used as a basis for employment decisions.
- An offensive job interference: such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Unlawful harassment takes many forms including, but not limited to, the following (when based upon an individual’s protected status):

- Verbal conduct such as epithets, derogatory comments, provocative comments about or relating to one’s sex or appearance, slurs, jokes, statements, using sexually vulgar, obscene, explicit or foul language, unsolicited sexual advances, invitations, comments or other conduct which does not need to be based on genuine sexual interest or desire.
- Visual conduct such as leering, stalking, staring, derogatory or sexually suggestive pictures, objects, posters, magazines, cartoons, drawings, letters, poems, emails or gestures that are known or should be known to be unwelcome.
- Physical conduct such as assault, impeding or blocking normal movement or interference with work directed at one because of his\her sex, age or other protected basis, or unwelcome touching or grabbing of any part of the body.
- Explicit or implicit threats and/or demands to submit to sexual requests as a condition of employment (i.e., promotion, in order to keep one's job, or avoid some other loss and offers of job benefits) in return for sexual favors.
- Retaliation for rejection of sexual advances or having reported the harassment.

B. Discrimination Defined

Discrimination includes, but is not limited to:

- Taking an adverse employment action (i.e., demotion, transfer, discipline, termination, recruitment, layoff, salary and benefits) against an employee based on that individual's protected group/status.
- Treating an applicant or employee differently with regard to any aspect of employment because of the individual's protected group/status.
- Taking an employment action that adversely affects the employment opportunities for members of a protected group/status.
- Basing an employment decision as to a job applicant or employee on the individuals protected group/status
- Engaging in harassment based on an individual's protected group/status.

Discrimination may include, but is not limited to, the following types of behavior relating to an individual's protected group/status:

- Making slurs or derogatory comments in any format
- Engaging in verbal or physical conduct, comments, or jokes relating to an individual's group/status
- Wearing t-shirts, clothing, or hats depicting derogatory or insulting scenes or terminology
- Distributing or displaying printed material
- Refusing or failing to hire or promote

C. Retaliation Defined

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because they engaged in protected activity including raising a concern of, filing a complaint of, participating in an investigation of, or being a witness to, harassment/discrimination. Retaliation is prohibited.

D. Responsibility of Supervisors and Management

Each Supervisor/Manager shall do the following:

- Convey to the employees within his/her Department/Unit SETA's strong disapproval of harassment, discrimination, and retaliation.
- Continually monitor the work environment and strive to ensure that it is free from all types of unlawful harassment, including discrimination and/or retaliation.
- Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of harassment, discrimination or retaliation.
- Ensure their subordinates understand their responsibilities under this policy.
- Ensure employees who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

Any supervisor or member of management who is aware, or has reason to believe, that an employee has alleged harassment, or may be feeling harassed, has a responsibility to notify the Equal Employment Opportunity Officer/Human Resources Chief regarding the allegation. Depending on the circumstances, the seriousness of the offense, the extent of the conduct, or the type of remedy being sought, it may be appropriate for the supervisor, manager or chief to remedy the situation. Supervisors and members of management should work closely with the Human Resources Department.

It must be emphasized to all employees the importance of reporting incidents promptly to assure further incidents do not occur. The employee must also be assured that they will not be subject to any recrimination or reprisal for making a harassment complaint. Employees should also be informed that harassment may be grounds for disciplinary action, up to and including termination.

E. Complaint Procedure:

Employees who believe they are experiencing harassment, discrimination, or retaliation are encouraged to inform the individual that their behavior is unwelcome, offensive, or inappropriate. However, this step is not required. The problem may be resolved by advising the individual of their offensive behavior. If this does not resolve the concern or if an employee feels uncomfortable, threatened or has difficulty in expressing their concern, the employee shall complain to one of the individuals listed below. If the alleged harasser is the Human Resources Chief/EEOO, the employee shall promptly inform the Executive Director.

Any employee who believes they are being harassed, discriminated against, subjected to retaliation, or who has observed harassment or discrimination, is strongly encouraged to file a complaint verbally or in writing with any of the following individuals:

- Supervisor
- Manager
- Deputy Director or Department Chief
- Human Resources
- Equal Employment Opportunity Officer (EEOO)

Anyone receiving a complaint of harassment, discrimination, or retaliation shall immediately document the complaint in writing and refer the complaint to Human Resources, who will ensure that a timely, effective, thorough, and objective confidential investigation of the allegation(s) is undertaken.

Once an employee makes a complaint, the Human Resources Chief/EEOO or Executive Director shall engage in the following:

1. Fully Inform the Complaining Employee of his/her Rights.

The employee shall be promptly and clearly informed of his or her rights contained in this Policy and Procedure. Further, the employee shall be advised of his or her right to file a

complaint with the California Department of Fair Employment and Housing (DFEH), the U.S. Equal Employment Opportunity Commission (EEOC), the California Labor Commissioner and/or the courts.

2. Fully and effectively investigate.

The Human Resources Chief/EEOO or Executive Director must immediately undertake an effective, thorough, objective and complete investigation of the situation complained of. If it is appropriate to do so, the Human Resources Chief/EEOO or designee shall consult with the complaining employee, the alleged subject, any witnesses to the conduct and victims of similar conduct that the Human Resources Chief/EEOO or Executive Director has reason to believe may exist and any other person who may have relevant information. All applicable documents and records shall be reviewed as needed to ensure that the investigation is thorough.

All SETA employees, agents, contractors, or volunteers shall cooperate fully with all investigations, shall not retaliate against complainants or witnesses, and shall not suppress, or attempt to suppress a complaint of harassment, discrimination, or retaliation.

3. Harassment, Discrimination, or Retaliation Determination.

The investigation shall be concluded and a determination shall be made about the situation complained of as expeditiously as possible. In determining whether the alleged conduct constitutes harassment, discrimination, or retaliation, the record as a whole must be considered and the totality of the circumstances such as the nature of the conduct and the context in which the alleged incidents occurred. The determination shall be made from the facts on a case-by-case basis. A confidential written determination shall be provided to the complaining employee and the subject. The determination by the Human Resources Chief/EEOO or Executive Director constitutes the final decision of the agency.

4. Remedial Action for the Subject.

If it is determined that harassment, discrimination, or retaliation has occurred, effective action will be taken in a manner consistent with the circumstances. Discipline ranging from verbal or written warnings up to and including termination may be administered.

5. Remedial Action for the Affected Employee.

If harassment has occurred, the following actions must be taken in an effort to make the employee whole.

- a. Appropriate action must be taken to remedy the employee's loss, if any, resulting from the harassment, discrimination, or retaliation. Such actions may include promotion or monetary payment and/or the restoration of the employee's employment record if it was unjustly diminished.

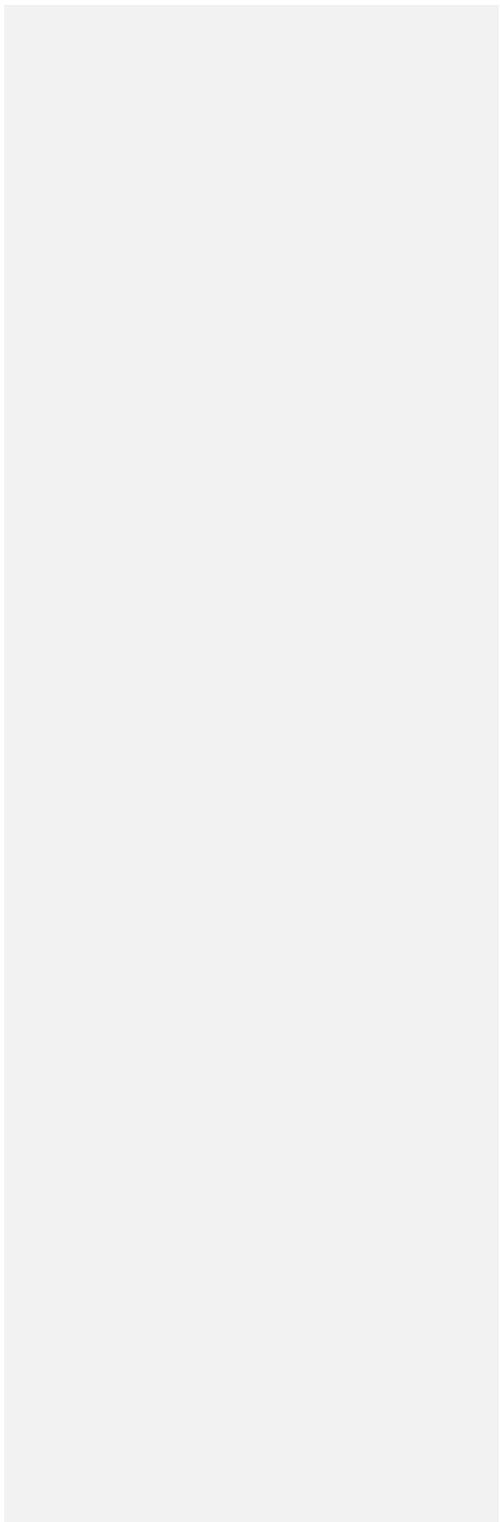
b. Action must be taken to prevent any form of retaliation against the employee for having complained, both on a managerial and a co-worker level.

c. Action must be taken to protect the employee and other potential victims from future harassment. Such actions must not be taken as a form of retaliation against the employee for having complained.

F. Limited Confidentiality:

To the extent permitted by law, proceedings under this Policy and Procedure and all reports and records filed and prepared shall be kept confidential. Reasonable efforts shall be made to protect the privacy interests of the parties. Information will be given only to those who have a need to know.

Appendix C



**SETA
PERSONNEL
POLICIES
AND
PROCEDURES**

Effective September 6, 2024

SETA PERSONNEL POLICIES AND PROCEDURES

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Victims of Acts of Violence Leave

Section 9.10

A leave of absence under California's Victims of Acts of Violence Leave is a protected leave that provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of a qualifying act of violence to attend legal proceedings or obtain other needed relief. This includes victims of:

- domestic violence,
- sexual assault,
- stalking,

An act, conduct, or pattern of conduct that includes causing, or threatening to cause, bodily injury or death. Unpaid leave under this policy is available for an employee who is the victim of a qualifying act of violence to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

1. Obtain services from a domestic violence shelter or rape crisis center.
2. Seek medical attention for injuries caused by the qualifying act of violence.
3. Obtain psychological counseling for the qualifying act of violence.
4. Take action, such as relocation, to protect against future acts of violence.

To request leave under this policy, an employee should provide their supervisor (reason for leave does not have to be disclosed to supervisor) and Human Resources with as much advance notice as practicable under the circumstances. If advanced notice is not possible, the employee requesting leave under this policy should provide Human Resources one of the following certifications upon returning to work:

1. A police report showing that the employee was a victim of a qualifying act of violence.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that the employee's absence was due to treatment for injuries from domestic violence or sexual assault.

In addition, the agency will provide reasonable accommodations to employees who are victims of a qualifying act of violence for the employees' safety while at work. A reasonable accommodation may include the implementation of safety measures, such as a transfer, reassignment, modified schedule, changed work telephone, changed work station or installed lock; assistance in documenting a qualifying act of violence that occurs in the workplace; an implemented safety procedure; or another adjustment to the employee's job duties and position.

Sick Leave Accrual and Usage

Section 9.17

Sick leave accruals shall be earned by regular and probationary employees based on the equivalent of full-time service from the date of appointment.

- A. Sick leave hours shall accrue to and be useable by the employee upon completion of the end of the day on the last day of the bi-weekly pay period in which it is earned. Sick leave requires the supervisor's approval and may be denied as provided below. Unapproved sick leave is an absence without leave and shall be unpaid. Unexcused sick leave is sick leave for a purpose not approved herein, or in a manner or amount which exceeds the standards defined below.
- B. Sick leave is accrued as follows:
1. 40-hour work week regular employees: sick leave hours accrue on the basis of four (4) hours, per bi-weekly pay period of service, or thirteen (13) days annually, and may be accumulated without limitation.
 2. Less than 40-hour work week regular employees: sick leave hours shall accrue in proportion to their regular work week hours compared with the forty (40) hour work week so that 4-hour employees earn two (2) hours per bi-weekly pay period or 6.5 days annually; 6-hour employees earn three (3) hours per bi-weekly pay period or 9.75 days annually; and 7-hour employees earn three and one-half (3½) hours per biweekly pay period or 11.375 days annually.
- C. A regular or probationary employee may utilize their accumulated sick leave when unable to perform their work duties because of the following:
1. Physical or mental illness
 2. On or off-the-job injury, including victims of domestic violence, stalking and sexual abuse as defined by the Kin Care Law
 3. Necessary medical or dental care
 4. Exposure to or having an active contagious disease such that the health of employees, or the public would be endangered by the employee being at work
 5. Illness, serious medical treatment, or operation in the employee's family, including parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. *Designated person is defined as a person identified by the employee at the time the employee requests paid sick days permitted to one designated person per 12-month period.
 6. Pregnancy and childbirth
 7. Assisting family members that are victims of a qualifying act of violence
 8. To appear in court to comply with a subpoena or court order

An employee may be required to present a certificate of the attending physician or medical practitioner to substantiate the need for and use of sick leave as allowed by law. The Agency

Leaves

Sick Leave Accrual and Usage

may also require a fitness for duty examination for cause as determined by observation of the employee's behavior or disclosure of their medical condition. The Agency may require a fitness for duty examination upon release to return to work from absence for a serious illness, injury, or exposure to a contagious disease.

- D. The Executive Director, designee, or Appointing Authority may place an employee on involuntary sick leave when recommended by a competent medical authority and when the employee's presence at work endangers the health or work performance of the employee, other employees, the Head Start children under their supervision, or Agency clients.
- E. Employees using excessive sick leave shall be notified of the concern by their direct supervisor as soon as practical and counseled regarding the use and abuse of sick leave. After initial verbal counseling, upon another occurrence the employee shall be notified in writing of the attendance requirements and advised that discipline may follow if the behavior is not corrected. Failure to report to work regularly and to follow procedures for calling out sick may be grounds for disciplinary action.

Excessive sick leave is defined as using sick leave in excess of that protected by law as follows:

1. The employee has a rate of utilization of sick leave in excess of what is protected by law, which is in excess of fifty percent (50%) of the yearly accrual. The employee will be notified of this utilization threshold when they reach forty percent (40%) usage, if possible.
 2. The employee has a pattern of sick leave use which causes concern about its legitimacy, including time associated with weekends, holidays or other leave, and/or after refused time off for that period.
 3. Supervisors/managers shall monitor the sick leave use by all employees under their supervisor or direction, including using sick leave covered by FMLA, Kin Care and other legally protected sick leave.
- F. If an employee in a class designated as Management in the annual salary classification plan dies while employed by the Agency, whether or not the death is job-related, the beneficiary shall be paid the monetary value of all sick leave accrued by the employee at the time of death.
 - G. Unused sick leave at the time of retirement shall be eligible for conversion to service credit as the retirement plan allows.

Paid Sick Leave for Temporary Staff

Section 9.18

Sick leave hours shall be earned by temporary employees that are paid through the SETA payroll system in accordance with the California Paid Sick leave requirements.

- A. Sick leave hours shall be issued upon hire and will be replenished the first pay period of every calendar year.
- B. Sick leave is administered as follows:
 - 1. On the first pay period of the year, or upon date of hire, temporary employees shall receive an allotment of forty (40) hours of paid sick leave.
- C. Temporary staff, that have completed at least ninety (90) days of employment, may utilize their accumulated sick leave when unable to perform their work duties by reason of:
 - 1. Physical or mental illness
 - 2. On or off-the job injury
 - 3. Necessary medical or dental care
 - 4. Exposure to or active contagious disease such that the health of employees or the public would be endangered by the attendance of the employee.
 - 5. Illness, serious medical treatment, or operation in the employee's family, including parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. *Designated person is defined as a person identified by the employee at the time the employee requests paid sick days permitted to one designated person per 12-month period
 - 6. Pregnancy and childbirth
 - 7. Specified purposes for an employee or family member who is a victim of a qualifying act of violence which includes being a victim of:
 - domestic violence,
 - sexual assault,
 - stalking
 - An act, conduct, or pattern of conduct that includes causing, or threatening to cause, bodily injury or death.
- D. The Agency may also require a fitness for duty examination or release upon return from absence for a serious illness, or exposure to a contagious disease.

Leaves

Paid Sick Leave for Temporary Staff

- E. An employee may use up to 40 hours of sick leave in a 12-month period. To utilize the benefits, the temporary employee must request payment of sick leave hours, which hours can only be used on a day that the temporary employee was scheduled to work or was working.
- F. Paid sick leave hours for temporary employees that are unused at the end of the last pay period of the calendar year shall not be carried over into the following 12-month period.
- G. Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited.
- H. Unused sick leave hours will not be cashed out upon termination. However, if a temporary employee returns within a year of terminating their employment their previous balance will be restored if within the same calendar year.

Harassment, Discrimination, and Retaliation Policy and Complaint Procedure

Section 11.04

It is the policy of the Sacramento Employment and Training Agency (SETA) to provide a working environment free of harassment, discrimination, and retaliation. Harassment, discrimination, or retaliation by any of SETA's employees, directors, officers, volunteers, vendors, participants or agents will not be tolerated. SETA shall act promptly, vigorously and visibly with respect to any harassment, discrimination, or retaliation complaint and shall abide by the following Harassment, Discrimination, and Retaliation Policy and Complaint Procedure.

This Harassment, Discrimination, and Retaliation Policy may be more comprehensive than state or federal law. Conduct that violates these policies may not violate state or federal law but still could subject an employee to discipline. SETA will take preventative and corrective action, up to and including termination, to address any of the following behaviors, including but not limited to:

- Failure to follow any provision of this policy and/or for behavior that violates this policy or the rights it is designed to protect.
- Making unfounded allegations of harassment, discrimination, or retaliation.
- Purposely impeding an investigation involving harassment, discrimination, or retaliation.
- Retaliation related to the reporting or investigation of harassment or discrimination.

This policy applies to all employees. All employees shall follow the intent of this policy in a manner that reflects professional workplace standards and the best interests of the Agency and its mission.

Training

All new employees shall be provided with a copy of this policy and receive training on this policy as part of their new hire orientation. All employees, including supervisory and management, shall receive mandated training in accordance with state and federal law.

Protected Group/Status Defined

All SETA employees, agents, contractors, and volunteers are prohibited from harassing or discriminating against any applicant or employee in the following protected group/status, or any intersectionality of two or more protected traits, under federal and state law:

Race (includes traits associated with race, including, but not limited to, hair texture and protective hairstyles), color, religion (includes religious dress and grooming practices), sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (genetic characteristics, cancer or a

record or history of cancer), military or veteran status, national origin (includes language use) ancestry, disability (mental and physical, including HIV/AIDS, cancer, and genetic characteristics), genetic information, request for family care leave, request for leave for an employee's own serious health condition, request for Pregnancy Disability Leave, and age (over 40).

A. Harassment Defined

Harassment, including sexual harassment, is any verbal, physical or visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with an employee's work performance. Sexual harassment is any unwelcome sexual advance, request for sexual favors and/or other verbal, visual or physical conduct of a sexual nature. Such conduct constitutes harassment when it is either:

- An employment condition: submission to such conduct is made either explicitly or implicitly a term or condition of employment.
- An employment consequence: submission or rejection of such conduct is used as a basis for employment decisions.
- An offensive job interference: such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Unlawful harassment takes many forms including, but not limited to, the following (when based upon an individual's protected status):

- Verbal conduct such as epithets, derogatory comments, provocative comments about or relating to one's sex or appearance, slurs, jokes, statements, using sexually vulgar, obscene, explicit or foul language, unsolicited sexual advances, invitations, comments or other conduct which does not need to be based on genuine sexual interest or desire.
- Visual conduct such as leering, stalking, staring, derogatory or sexually suggestive pictures, objects, posters, magazines, cartoons, drawings, letters, poems, emails or gestures that are known or should be known to be unwelcome.
- Physical conduct such as assault, impeding or blocking normal movement or interference with work directed at one because of his\her sex, age or other protected basis, or unwelcome touching or grabbing of any part of the body.
- Explicit or implicit threats and/or demands to submit to sexual requests as a condition of employment (i.e., promotion, in order to keep one's job, or avoid some other loss and offers of job benefits) in return for sexual favors.
- Retaliation for rejection of sexual advances or having reported the harassment.

B. Discrimination Defined

Discrimination includes, but is not limited to:

- Taking an adverse employment action (i.e., demotion, transfer, discipline, termination, recruitment, layoff, salary and benefits) against an employee based on that individual's protected group/status.
- Treating an applicant or employee differently with regard to any aspect of employment because of the individual's protected group/status.
- Taking an employment action that adversely affects the employment opportunities for members of a protected group/status.
- Basing an employment decision as to a job applicant or employee on the individual's protected group/status
- Engaging in harassment based on an individual's protected group/status.

Discrimination may include, but is not limited to, the following types of behavior relating to an individual's protected group/status:

- Making slurs or derogatory comments in any format
- Engaging in verbal or physical conduct, comments, or jokes relating to an individual's group/status
- Wearing t-shirts, clothing, or hats depicting derogatory or insulting scenes or terminology
- Distributing or displaying printed material
- Refusing or failing to hire or promote

C. Retaliation Defined

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because they engaged in protected activity including raising a concern of, filing a complaint of, participating in an investigation of, or being a witness to, harassment/discrimination. Retaliation is prohibited.

D. Responsibility of Supervisors and Management

Each Supervisor/Manager shall do the following:

- Convey to the employees within his/her Department/Unit SETA's strong disapproval of harassment, discrimination, and retaliation.
- Continually monitor the work environment and strive to ensure that it is free from all types of unlawful harassment, including discrimination and/or retaliation.
- Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of harassment, discrimination or retaliation.
- Ensure their subordinates understand their responsibilities under this policy.
- Ensure employees who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

Any supervisor or member of management who is aware, or has reason to believe, that an employee has alleged harassment, or may be feeling harassed, has a responsibility to notify the Equal Employment Opportunity Officer/Human Resources Chief regarding the allegation. Depending on the circumstances, the seriousness of the offense, the extent of the conduct, or the type of remedy being sought, it may be appropriate for the supervisor, manager or chief to remedy the situation. Supervisors and members of management should work closely with the Human Resources Department.

It must be emphasized to all employees the importance of reporting incidents promptly to assure further incidents do not occur. The employee must also be assured that they will not be subject to any recrimination or reprisal for making a harassment complaint. Employees should also be informed that harassment may be grounds for disciplinary action, up to and including termination.

E. Complaint Procedure:

Employees who believe they are experiencing harassment, discrimination, or retaliation are encouraged to inform the individual that their behavior is unwelcome, offensive, or inappropriate. However, this step is not required. The problem may be resolved by advising the individual of their offensive behavior. If this does not resolve the concern or if an employee feels uncomfortable, threatened or has difficulty in expressing their concern, the employee shall complain to one of the individuals listed below. If the alleged harasser is the Human Resources Chief/EEOO, the employee shall promptly inform the Executive Director.

Any employee who believes they are being harassed, discriminated against, subjected to retaliation, or who has observed harassment or discrimination, is strongly encouraged to file a complaint verbally or in writing with any of the following individuals:

- Supervisor
- Manager
- Deputy Director or Department Chief
- Human Resources
- Equal Employment Opportunity Officer (EEOO)

Anyone receiving a complaint of harassment, discrimination, or retaliation shall immediately document the complaint in writing and refer the complaint to Human Resources, who will ensure that a timely, effective, thorough, and objective confidential investigation of the allegation(s) is undertaken.

Once an employee makes a complaint, the Human Resources Chief/EEOO or Executive Director shall engage in the following:

1. Fully Inform the Complaining Employee of his/her Rights.

The employee shall be promptly and clearly informed of his or her rights contained in this Policy and Procedure. Further, the employee shall be advised of his or her right to file a

complaint with the California Department of Fair Employment and Housing (DFEH), the U.S. Equal Employment Opportunity Commission (EEOC), the California Labor Commissioner and/or the courts.

2. Fully and effectively investigate.

The Human Resources Chief/EEOO or Executive Director must immediately undertake an effective, thorough, objective and complete investigation of the situation complained of. If it is appropriate to do so, the Human Resources Chief/EEOO or designee shall consult with the complaining employee, the alleged subject, any witnesses to the conduct and victims of similar conduct that the Human Resources Chief/EEOO or Executive Director has reason to believe may exist and any other person who may have relevant information. All applicable documents and records shall be reviewed as needed to ensure that the investigation is thorough.

All SETA employees, agents, contractors, or volunteers shall cooperate fully with all investigations, shall not retaliate against complainants or witnesses, and shall not suppress, or attempt to suppress a complaint of harassment, discrimination, or retaliation.

3. Harassment, Discrimination, or Retaliation Determination.

The investigation shall be concluded and a determination shall be made about the situation complained of as expeditiously as possible. In determining whether the alleged conduct constitutes harassment, discrimination, or retaliation, the record as a whole must be considered and the totality of the circumstances such as the nature of the conduct and the context in which the alleged incidents occurred. The determination shall be made from the facts on a case-by-case basis. A confidential written determination shall be provided to the complaining employee and the subject. The determination by the Human Resources Chief/EEOO or Executive Director constitutes the final decision of the agency.

4. Remedial Action for the Subject.

If it is determined that harassment, discrimination, or retaliation has occurred, effective action will be taken in a manner consistent with the circumstances. Discipline ranging from verbal or written warnings up to and including termination may be administered.

5. Remedial Action for the Affected Employee.

If harassment has occurred, the following actions must be taken in an effort to make the employee whole.

- a. Appropriate action must be taken to remedy the employee's loss, if any, resulting from the harassment, discrimination, or retaliation. Such actions may include promotion or monetary payment and/or the restoration of the employee's employment record if it was unjustly diminished.

- b. Action must be taken to prevent any form of retaliation against the employee for having complained, both on a managerial and a co-worker level.
- c. Action must be taken to protect the employee and other potential victims from future harassment. Such actions must not be taken as a form of retaliation against the employee for having complained.

F. Limited Confidentiality:

To the extent permitted by law, proceedings under this Policy and Procedure and all reports and records filed and prepared shall be kept confidential. Reasonable efforts shall be made to protect the privacy interests of the parties. Information will be given only to those who have a need to know.

Reasonable Accommodation Policy and Process

Section 11.17

The Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA) require employers to provide reasonable accommodations to individuals with disabilities at any time in their SETA career and to engage in an interactive process to discuss possible reasonable accommodations. Reasonable accommodations can also be given to applicants during the recruitment process. Good faith participation must be demonstrated by all parties in this reasonable accommodation process.

The purpose of a reasonable accommodation is to enable an eligible employee to perform his/her job's essential functions: those job duties that are so fundamental to the position that he or she cannot do the job without performing these duties. A function is "essential" if, among other things, the position exists specifically to perform that function. This does not include marginal functions that are not essential to the position.

Reasonable accommodations are changes or adjustments in the work environment or in the way work is customarily done that would enable a qualified individual with a disability to perform the essential functions of the ~~position~~job. Examples may include, but are not limited to: assistive devices, work schedule adjustment, equipment purchase, facility or workspace changes, job restructuring, modifying examinations, training materials or policies, remote work, or reassignment to a vacant position for which the employee is qualified. ~~when no other effective accommodation is feasible, reassignment.~~ Changing the duties that do not affect the essential functions of the job may also be considered.

General Requirements of the Accommodation Process

1. The reasonable accommodation process must begin when one or more of the following takes place:
 - a. The employee or employee's representative (i.e., Union representative or employee's family member) requests an accommodation orally or in writing, OR
 - b. The supervisor/manager/Human Resources becomes aware of a medical, physical, or mental condition that impacts the employee's/candidate's ability to perform one or more essential functions of the job by either:
 - i. Observation,
 - ii. Communication from the employee, or
 - iii. Receipt of medical documentation.
2. The supervisor, manager, and/or employee informs the Human Resources Department regarding the impact of the condition on the employee's ability to perform the essential functions of his/her position.
3. The Human Resources Department shall provide the Reasonable Accommodation Request packet and document the forms being sent to the employee. The employee may also obtain this packet on SETA's Staff Resources web page or shared K drive.
4. The employee submits the following completed forms directly to the Human Resources Department:

Work Habits Policy and Process

Reasonable Accommodation

- a. Reasonable Accommodation Request, indicating what accommodation is requested (completed and signed by the employee), and
 - b. Medical Verification for Reasonable Accommodation, which must be completed and signed by the employee's appropriate health care provider.
5. Human Resources will contact the employee/candidate to begin the interactive process by scheduling a meeting with the relevant parties as soon as possible. At no time should the employee/candidate be subjected to harassment, discrimination, or retaliation for participating in this process. The employee's/candidate's failure to cooperate with the process may end SETA's accommodation obligation under ADA/FEHA.
6. During the interactive meeting/process, the employee's disability or medical condition SHALL NOT BE DISCUSSED. The participants shall focus the discussion on the following:
- a. The employee's medical restrictions/limitations
 - b. The essential functions of the job
 - c. The impact of the employee's restrictions/limitations on his/her ability to perform the job's essential functions
 - d. The employee's requested accommodation(s)
 - e. Any other accommodations to be considered
 - f. The determination of accommodation to be provided
7. The interactive process may include multiple meetings to ensure all relevant information has been gathered.
8. Additional medical verification may be needed to determine an appropriate accommodation.
9. An interim accommodation may be implemented as a temporary solution during the interactive process until a final decision has been made.
10. A written determination will be prepared by Human Resources as soon as possible after the conclusion of the interactive process.

Temporary Accommodations for work-related or non-work-related restrictions

In the event of any work-related or non-work-related injury or other medical condition, the Agency will make a good faith attempt to accommodate any temporary restrictions as directed by a medical professional. The ability to accommodate will be based on a variety of factors including, but not limited to:

1. Extent of restrictions
2. Part of the body affected
3. Staffing levels
4. Location
5. Duration of restrictions
6. Teacher/child ratios (Head Start)

Work Habits Policy and Process

Reasonable Accommodation

If possible, modified duty at a different location may be available but will only continue for as long as those duties are needed.

The department manager will work with HR to determine whether accommodations are able to be made and will work with the affected employee's supervisor to determine what those accommodations will look like. All communication must include Human Resources.

Each case will be evaluated individually, and accommodations will be based on the medical recommendation and factors existing at the time of the request and may be subject to change based on Agency needs and capabilities.

Reasonable Accommodation Policy and Process

Section 11.17

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1. Extent of restrictions
2. Part of the body affected
3. Staffing levels
4. Location
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6. Teacher/child ratios (Head Start)

Work Habits Policy and Process

Reasonable Accommodation

If possible, modified duty at a different location may be available but will only continue for as long as those duties are needed.

The department manager will work with HR to determine whether accommodations are able to be made and will work with the affected employee's supervisor to determine what those accommodations will look like. All communication must include Human Resources.

Each case will be evaluated individually, and accommodations will be based on the medical recommendation and factors existing at the time of the request and may be subject to change based on Agency needs and capabilities.

ACTION ITEM II-A-2
Approval to Award Contract for E-Rate IT procurement

Presenter: Kenji Castro

RECOMMENDATION:

Approve the selection of AMS.net/MGT for contract award for IT hardware procurement

BACKGROUND:

The Schools and Libraries Program of the Universal Service Fund, commonly known as “E-Rate” provides discounts to assist schools and libraries in the United States in obtaining affordable telecommunications, internet access and internal connections. SETA has participated in the E-Rate program for 16 years. We are in the process of applying for Funding which will provide discounts for the 2025-2026 funding year.

Funding is available for Internet access, telecommunications and in some cases internal connections and internal connection maintenance. Discounts for support depend on the level of poverty and the urban/rural status of the population served. Sacramento Education Training Agency meets the eligibility requirements.

To participate in the E-Rate program, we must periodically solicit competitive proposals for these services following a very prescriptive process defined by the Schools and Libraries Program. We have completed the bidding requirement of this program and are bringing you the resulting contracts for approval:

AMS.net/MGT
IT hardware – Network procurement
Contract Term: 36 Mos+2 Optional 1-Year Extensions July 1, 2024-June 30, 2029
Estimated Fiscal Impact: \$422,633

ACTION ITEM II-A-3

Approval to Award Contract for Labor Negotiations and Consultation Services for the Sacramento Employment and Training Agency

Presenter: Anita Maldonado

RECOMMENDATION:

Approve the selection of Sloan Sakai Yeung & Wong, LLP for contract award for Labor Negotiations and Consultation Services for the Sacramento Employment and Training Agency (SETA).

BACKGROUND:

At the December 5, 2024, meeting, the SETA Governing Board approved the release of the Request for Proposals (RFP) for the Labor Negotiations and Consultation Services for SETA. The RFP was released on December 5, 2024, and two proposals were received by the due date of January 10, 2025, 4:00 p.m. PST.

The RFP solicited proposals for contracting with one or more contractors to provide negotiation services, which include consulting with and advising the SETA Governing Board and the SETA Executive Director in employer-employee relations and assisting SETA in meeting and conferring in good faith with representatives of recognized employee organizations.

Each proposal was reviewed and scored by an RFP Review Committee that included SETA's Executive Team and Legal Representative.

The evaluation criteria included:

1. Service description
2. Proposer's experience
3. Cost
4. Conformance to the terms and conditions of RFP
5. Positive references and background checks
6. Strong and engaging presentation skills

Based on the evaluation results, Sloan Sakai Yeung & Wong, LLP, was selected.

Sloan Sakai Yeung & Wong, LLP
Labor Negotiations and Consultation Services
Contract Term: continuous
Estimated Fiscal Impact: not to exceed \$60,000 annually

ACTIONITEM II-A-4

Approval of Compensation Package for Executive Director

Presenter: Mario Maslac

RECOMMENDATION:

Adopt the attached Resolution tying the Executive Director’s compensation package to the Federal Executive Level II Cap, but retaining the requirement that the Executive Director shall continue to contribute the appropriate employee contribution to the pension plan (subject to annual actuarial adjustment).

BACKGROUND:

This item provides an opportunity for the Governing Board to consider a revised compensation package for the Executive Director.

Currently, the Executive Director’s compensation package has several key components: including a Base Salary of \$199,056.00, an annual vacation accrual currently valued at \$16,843.20 and an annual automobile/technology allowance of \$6,000, bringing the total amount of this compensation package to \$221,899.20. However, the Executive Director is required to contribute from her gross salary the employee’s share of contributions to the pension plan (subject to annual actuarial adjustment).

While this salary is much less than many City and County Department heads with comparable responsibilities, because SETA is a Federal Head Start Grantee, it cannot compensate the Executive Director more than \$225,700.00, which is the current Federal Executive Level II compensation cap that recently became effective, retroactive to January 1, 2025. The Executive Level II cap is adjusted periodically. If the Executive Director is paid more than this Level II cap, no federal funds can be used to pay for the position. Because the vast majority of SETA’s funding comes from federal grants, the Head Start cap is a de facto limitation on the Executive Director’s salary.

Under the Head Start Act, compensation includes salary, bonuses, periodic payments, severance pay, the value of any vacation time, and the value of compensatory or paid leave benefit, but excludes health, medical, life insurance, disability, retirement, or other employee welfare or pension benefits. Accordingly, the entirety of the current package (excluding pension contributions), valued at \$221,899.20 is below the Executive Level II Cap, by approximately 2%. Raising the Executive Director’s compensation package to the Executive Level II Cap (but still requiring the pension contributions) will provide the Executive Director with an approximate 2% salary increase. In addition, setting the Executive Director’s Compensation at the Federal Executive Level II Cap, will allow for periodic future increases when the federal government increases the cap.

The following table compares the Executive Director’s current compensation package to a new compensation package tied to the Federal Executive Level II Cap.

\$ 199,056.00	Current Ex. Dir. Salary (before pension deduction)
\$ 16,843.20	Current Annual Vacation Accruals

ACTIONITEM II-A-4 (continued)

Page 2

\$ 6,000.00	Current Annual Auto and Technology Allowance
\$ 221,899.20	TOTAL CURRENT COMPENSATION
\$ 202,550.40	Proposed Base Salary (before pension deduction)
\$ 17,138.88	Proposed Annual Vacation Accruals
\$ 6,000.00	Proposed Annual Auto and Technology Allowance
\$ 225,689.28	TOTAL PROPOSED COMPENSATION: Federal Head Start Act Level II Compensation Cap effective 1/1/2019

The Personnel Resolution Covering Unrepresented Employees approved on July 7, 2022 (Personnel Resolution) applies to the Executive Director, but section 1.18(b) of that resolution specifically provides that the “salary for the Executive Director shall be modified only by Board action and approval.” In addition, Section 3.2 (d) of the Personnel Resolution authorizes employees, twice per fiscal year, to cash out accrued vacation, in lieu of paid time off, up to 100 hours per fiscal year and authorizes the Executive Director, or designee, to approve requests for such cash out payments. It is appropriate for the Executive Director to also be permitted to cash out up to 100 hours per year of accrued vacation on similar terms. The attached Resolution is proposed as a means for the Board to set that salary, and other compensation elements, and to make it clear that to the extent of any conflicts between the resolutions, the attached Resolution shall prevail.

RESOLUTION NO.: 2025-01

Adopted by the Sacramento Employment and Training
Agency Governing Board on the date of
March 6, 2025

**A RESOLUTION ADOPTING COMPENSATION
FOR THE EXECUTIVE DIRECTOR**

WHEREAS, under Section 1.18 (b) of the Personnel Resolution Covering Unrepresented Employees (Personnel Resolution), the SETA Governing Board is charged with setting the level of compensation for the Executive Director; and

WHEREAS, the Agency reviewed the Executive Director's salary compared with other City, County and Joint Power Agencies positions; and

WHEREAS, the Federal Head Start Act precludes the use of federal funds to pay any portion of the compensation for the Executive Director if that compensation exceeds the Federal Executive Level II cap, as adjusted from time to time; and

WHEREAS, the Federal Executive Level II cap was recently adjusted to \$225,700, retroactive to January 1, 2025; and

WHEREAS, consistent with the Federal Head Start Act the current value of the compensation package of the Executive Director is \$221,899.20, from which the Executive Director contributes the employee's share to the pension plan (subject to annual actuarial adjustment); and

WHEREAS, the recommendation is that the Executive Director's compensation package be increased to the Federal Executive Level II cap, as periodically adjusted, retroactive to the current amount of \$225,700 as of January 1, 2025, but that the Executive Director shall continue to contribute the employee's share to the pension plan (subject to annual actuarial adjustment).

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, that effective March

6, 2025 and retroactive to January 1, 2025, the Executive Director's compensation package shall be set at the Federal Executive Level II cap, as periodically adjusted and currently set at \$225,700. This compensation package shall include annually accrued vacation, automobile and technology allowances, and salary. The Executive Director shall contribute the employee's share to the pension plan (but subject to annual actuarial adjustment). The Executive Director may cash out accrued vacation, in lieu of paid time off, twice per fiscal year, up to 100 total hours per fiscal year. To the extent of any conflict between this Resolution and the Personnel Resolution, the terms of this Resolution shall prevail.

Rich Desmond, Chair

ATTEST:

Anzhelika Simonenkova
Clerk of the Boards

INFORMATION ITEM III-A
Fiscal Monitoring Reports

Presenter: Mario Maslac

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

MEMORANDUM

TO: Mr. Michael Gulden

DATE: January 31, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Onsite Fiscal Monitoring of Elk Grove Unified School District-Head Start

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic	\$ 5,214,371	8/1/23-7/31/24	2/1/24-7/31/24
Head Start	TTA	\$ 15,685	8/1/23-7/31/24	2/1/24-7/31/24
Head Start	ARP	\$ 526,460	4/1/21-3/31/24	2/1/24-3/31/24
Head Start	CRRSA	\$ 134,530	4/1/21-3/31/24	2/1/24-3/31/24

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: October 2024

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	No
2	Internal Control	Yes	No
3	Bank Reconciliations	Yes	No
4	Disbursement Control	Yes	No
5	Staff Payroll/ Files	Yes	No
6	Fringe Benefits	Yes	No
7	Participant Payroll	N/A	N/A
8	OJT – Contracts/ Files/ Payment	N/A	N/A
9	Indirect Cost Allocation	Yes	No
10	Adherence to Budget	Yes	No
11	In-Kind Contribution	Yes	No
12	Equipment Records	N/A	N/A

Program Operator: Elk Grove Unified School District-Head Start

Findings and General Observations:

We have reviewed the Head Start programs of Basic, Technical Training Assistance (TTA), and American Rescue Plan (ARP) from February 1, 2024 to July 31, 2024. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

CC: Anita Maldonado
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Gina Wandell

DATE: February 25, 2025

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Elk Grove Unified School District-Adult Ed

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RSS	ELL 23-24	\$ 340,108	10/1/23-9/30/24	1/1/24-9/30/24
RSS	ELL Add SS 23-24	\$ 23,720	10/1/23-9/30/24	1/1/24-9/30/24
RSS	HAU	\$ 79,235	8/3/23-9/30/25	1/1/24-9/30/24

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: May 2024

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	No
2	Internal Control	Yes	No
3	Bank Reconciliations	Yes	No
4	Disbursement Control	Yes	No
5	Staff Payroll/ Files	Yes	No
6	Fringe Benefits	Yes	No
7	Participant Payroll	N/A	N/A
8	OJT – Contracts/ Files/ Payment	N/A	N/A
9	Indirect Cost Allocation	N/A	N/A
10	Adherence to Budget	Yes	No
11	In-Kind Contribution	N/A	N/A
12	Equipment Records	N/A	N/A

Program Operator: Elk Grove Unified School District – Adult Ed

Findings and General Observations:

We have reviewed the Refugee Support Services (RSS) programs of English Language Learner (ELL) and ELL Additional Support Services (Add'l SS) for PY 2023-2024 from January 1, 2024 to September 30, 2024. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

CC: Anita Maldonado
Governing Board

INFORMATION ITEM III-B
Employer Success Stories and Activity Report

Presenter: William Walker

BACKGROUND:

Staff at Sacramento Works Career Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted.

Staff will be available to answer questions.

SETA- Employer Activity Report

The following is an update of information as of February 21, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
Atlas Disposal	9	Front Load Driver	1
	9	Heavy Duty Mechanic	1
	9	Residential Driver	1
	9	Roll Off Driver	1
Amazon	9	Amazon Fresh Grocery Associate	5
Back on Course Educational Services LLC	4	Administrative Specialist	1
	4	Educational Support Specialist	1
	4	Operations Specialist	1
City of Elk Grove	9	Administrative Assistant I/II	1
	9	Animal Services Officer	1
		Finance and Budget Analyst I/II	1
	6	Mental Health Clinician	1
		Mental Health Clinician	1
		Police Records Technician I/II	1
	9	Purchasing Coordinator	1
		Red Light Enforcement Technician	1
	9	Senior Management Analyst	1
	9	Traffic Control and Street Lighting Supervisor	1
		Victim/Witness Advocate	1
City of Sacramento	9	Administrative Analyst	1
	9	Administrative Analyst -Cannabis Policy and Enforcement	1
	9	Administrative Analyst Emergency Preparedness	1
	9	Administrative Analyst-Regulatory Public Outreach	1
	9	Administrative Officer	1
	9	Administrative Technician	2
	9	Animal Care Technician	1
	9	Animal Control Officer I	1
	9	Animal Control Officer II	1
	7	Applications Developer	1
	3	Assistant Civil Engineer	2
	3	Building Inspector I	1
	9	Building Maintenance Worker	1
	3	Carpenter	1

SETA- Employer Activity Report

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Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
City of Sacramento	9	Code Enforcement Officer	2
	9	Customer Service Specialist	1
	9	Development Project Manager	1
	9	Development Services Technician I	1
	9	Development Services Technician II	1
	9	Dispatcher I	1
	9	Equal Employment Manager	1
	9	Events Associate	1
	9	Events Services Supervisor	1
	9	Executive Director Water Forum	1
	9	General Intern	1
	7	Information Technology Trainee	1
	9	Instrument Technician II	2
	3	Junior Engineer	
	9	Labor Relations Analyst	1
	9	Neighborhood Services Area Manager	1
	9	Office Specialist	1
	9	Park Safety Ranger	1
	9	Park Safety Ranger Supervisor	1
	9	Parking Enforcement Officer	1
	9	Parking Lot Attendant	1
	9	Personnel Technician	1
	9	Planning Director Mobility and Sustainability Manager	1
	9	Police Officer	1
	9	Police Officer Recruit	1
	9	Police Records Specialist I	1
	9	Police Records Specialist III	1
	9	Principal Budget Analyst	1
	9	Principal Planner	1
	7	Principal Systems Engineer	1
9	Program Manager-Community Outreach	1	
9	Program Specialist	2	

SETA- Employer Activity Report

The following is an update of information as of February 21, 2025

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Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
City of Sacramento	9	Program Supervisor	1
	9	Recreation Aide	1
	9	Recreation Aide-Youth Workforce Development	1
	9	Senior Accounting Technician	1
	7	Senior Applications Developer DOU/CCB	1
	9	Senior Applications Developer Enterprise Applications	1
	9	Senior Code Enforcement Officer	1
	9	Senior Office Specialist	1
	9	Senior Personnel Analyst	1
	9	Senior Recreation Aide	1
	9	Senior Staff Assistant	1
	9	Senior Tree Pruner	1
	9	Staff Assistant	1
	3	Street Construction Equipment Operator	1
	9	Supervising Code Enforcement Officer	1
	3	Supervising Construction Inspector	1
	7	Telecommunications Engineer II	1
	9	Ticket Seller	1
	9	Traffic Worker I	1
	9	Tree Pruner Trainee	1
9	Utilities Operations and Maintenance Leadworker Wastewater Collection	1	
County of Sacramento	9	Assistant Planner	1
	9	Accounting Manager	1
	4	Accounting Technician	1
	9	Administrative Services Officer I	1
	9	Airport Manager	1
	9	Assistant Auditor-Controller	1
	7	Assistant Chief Information Officer	1

SETA- Employer Activity Report

The following is an update of information as of February 21, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
County of Sacramento	9	Assistant Director of Airports	1
	3	Associate Electrical Engineer	1
	9	Associate Real Property Appraiser	1
	9	Behavioral Health Peer Specialist Program Manager	1
	9	Chief Assistant Public Defender	1
	9	Chief Financial and Administrative Officer	1
	9	Chief of Shelter Medicine	1
	9	Chief, Division of Water Resources	1
	9	Child Support Officer Level I/II	1
	9	Clerk/Recorder Supervisor	1
	9	Collection Equipment Operator II	1
	9	Collection Equipment Operator III	1
	9	Collection Services Program Manager	1
	3	Construction Inspector	1
	3	Construction Management Supervisor	1
	9	Coroner Technician Level I/II	1
	9	County Executive Office Management Analyst III	1
	9	Crime and Intelligence Analyst	1
	9	Deputy Clerk, Board of Supervisors Level I/II	1
	9	Deputy Director, Airport Operations and Maintenance	1
	9	Deputy Sheriff Recruit	1
	3	Electrician	1
	9	Electronics Technician	1
	9	Emergency Medical Services Administrator	1
	9	Emergency Medical Services Administrator	1
	9	Engineering Aide Land Surveying	1
	9	Engineering Technician Level I/II	1
	9	Environmental Specialist Level I/II	1
	9	Epidemiologist	1
	9	Estate Inventory Specialist	1
	9	Facilities Manager	1
	9	Facilities Trades Operations Supervisor	1
9	Family Service Supervisor	1	
9	Family Service Worker Level I/II	1	

SETA- Employer Activity Report

The following is an update of information as of February 21, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
County of Sacramento	4	Fleet Service Worker	1
	9	Fleet Supervisor	1
	9	Food Service Cook	1
	9	Food Service Worker	1
	9	Highway Maintenance Worker	1
	9	Human Resources Manager I	1
	9	Human Services Division Manager	1
	9	Human Services Division Manager Range A/B	1
	9	Human Services Program Integrity Specialist	1
	9	Human Services Program Specialist	1
	9	Human Services Supervisor	1
	9	Industrial Hygienist	1
	7	Information Technology Applications Analyst III	1
	7	Information Technology Business Systems Analyst III	1
	9	Information Technology Division Chief	1
	7	Information Technology Systems Support Specialist Level I/II	1
	9	Investigative Assistant	1
	6	Lactation Consultant	1
	3	Landfill Equipment Operator I	1
	9	Landfill Equipment Operator II	1
	3	Lead Electrician	1
	9	Legal Secretary I	1
	6	Medical Assistant Level I/II	1
	9	Office Assistant Level I/II	1
	9	Park Ranger	1
	9	Park Ranger Recruit	1
	9	Personnel Analyst	1
	9	Pharmacist	1
	9	Planning Technician	1
	3	Plumber	1
9	Principal Engineering Technician	1	
9	Principal Planner	1	
9	Printing Services Operator Level I/II	1	

SETA- Employer Activity Report

The following is an update of information as of February 21, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
County of Sacramento	9	Process Server	1
	9	Real Property Appraiser Level I/II	1
	9	Recreation Aide	1
	9	Recreation Leader	1
	9	Retirement Services Supervisor	1
	6	Safety Specialist	1
	9	Sanitation District Mechanic III	1
	9	Scale Attendant I	1
	9	Secretary to Member of Board of Supervisors	1
	4	Senior Administrative Analyst Range A/B	1
	9	Senior Airport Operations Dispatcher	1
	9	Senior Airport Operations Worker	1
	3	Senior Construction Inspector	1
	9	Senior Contract Services Officer	1
	9	Senior Election Assistant	1
	9	Senior Engineering Technician	1
	9	Senior Highway Maintenance Worker	1
	9	Senior Natural Resource Specialist	1
	9	Senior Nutrition Assistant	2
	9	Senior Office Specialist	1
	9	Senior Personnel Specialist	1
	9	Senior Planner	1
	9	Senior Retirement Benefits Specialist	1
	9	Senior Sheriff's Records Specialist	1
	9	Senior Traffic Signal and Lighting Technician	2
	9	Senior Transportation Engineer	1
	9	Senior Utility Billing Services Representative	1
	9	Sheriff's Captain	1
	9	Sheriff's Records Officer I	1
	9	Special Assistant Board of Supervisors	1
9	Storekeeper - Fleet Services	2	
9	Storekeeper-Fleet Services	1	
3	Supervising Building Inspector	1	
9	Supervising Deputy Clerk, Board of Supervisors	1	

SETA- Employer Activity Report

The following is an update of information as of February 21, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
County of Sacramento	9	Supervising Probation Officer	1
	9	Supervising Waste Management Specialist	1
	9	Traffic Signs Maintenance Worker II	1
	9	Veterans Claims Representative	1
	9	Waste Management Program Assistant	1
	9	Waste Management Program Manager II	1
	9	Waste Management Superintendent	1
	9	Workforce Coordinator	1
Los Rios Community College District	4	Account Clerk I	1
	4	Account Clerk II	1
	4	Account Clerk III	1
	4	Accountant	2
	4	Accounting Specialist	1
	4	Adapted Physical Education Adjunct Assistant Professor Pool	1
	4	Administration of Justice Adjunct Assistant Professor Pool	1
	4	Administrative Assistant I	1
	4	Administrative Assistant III	1
	4	Administrative Services Analyst	2
	4	Admissions/Records Technician II	1
	4	Alternate Media Design Specialist	1
	4	Anthropology Adjunct Assistant Professor	1
	4	Art Adjunct Assistant Professor	1
	4	Art Adjunct Assistant Professor Pool	1
	4	Art History Adjunct Assistant Professor Pool	1
	4	Athletic Trainer	1
	4	Aviation Adjunct Assistant Professor Pool	2
	4	Aviation Assistant Professor	1
	4	Biology Adjunct Assistant Professor	1
	4	Campus Operations Supervisor	1
	4	Chemistry Assistant Professor	1
	4	Child Development Center Teacher	1
	4	Classified Recruit Training Officer	1
	4	Clerk III	3
	4	College Nurse Clinician	1

SETA- Employer Activity Report

The following is an update of information as of February 21, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
Los Rios Community College District	4	Commercial Music Adjunct Assistant Professor	2
	4	Computer Information Science Assistant Professor	1
	4	Confidential Human Resources Generalist	2
	4	Confidential Human Resources Specialist II	1
	4	Confidential Human Resources Specialist III	2
	4	Counseling Clerk I	1
	4	Culinary Arts Management Adjunct Assistant Professor Pool	1
	4	Custodian	1
	4	Deaf Culture and Sign Language Studies Adjunct Assistant Professor Pool	1
	4	Dean of Arts	1
	4	Dean of Business, Computer Information Science, and Distance Learning	1
	4	Dean of Humanities and Fine Arts	1
	4	Diagnostic Medical Sonography Adjunct Assistant Professor Pool	1
	4	Director I of Human Resources	1
	4	Director VI of Training Source	1
	4	Director VII of the Apprenticeship Grants Project	1
	4	Director X for TRIO Project & Student Support Services	1
	4	Donor Relations Specialist	1
	4	Early Childhood Education Adjunct Assistant Professor	2
	4	Educational Center Clerk	1
	4	Educational Center Supervisor	1
	4	Electrician Trainee Assistant Professor	1
	4	Emergency Medical Technician Paramedic Adjunct Assistant Professor	1
	4	Employer Engagement Specialist - Special Projects	1
	4	Engineering Adjunct Assistant Professor	1
	4	Engineering Adjunct Assistant Professor Pool	1
	4	English Adjunct Assistant Professor Pool	1
	4	English as a Second Language Adjunct Assistant Professor Pool	1
	4	Facilities Steward	1
	4	Fashion Adjunct Assistant Professor	1
4	Film and Media Adjunct Assistant Professor Pool	1	
4	Financial Aid Technician	2	
4	Fire Technology Adjunct Assistant Professor Pool	1	

SETA- Employer Activity Report

The following is an update of information as of February 21, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
Los Rios Community College District	4	Fire Technology Coordinator	1
	4	Geography Assistant Adjunct Professor	1
	4	Geology Adjunct Assistant Professor Pool	1
	4	Grant Coordination Clerk	1
	4	Groundskeeper	1
	4	Hmong Adjunct Assistant Professor Pool	1
	4	Human Development Adjunct Assistant Professor	1
	4	Humanities Adjunct Assistant Professor Pool	1
	4	Information Tech Specialist II-Audio/Video Media Support	1
	4	Information Technology Application Systems Supervisor	1
	4	Information Technology Specialist I - Help Desk Support	1
	4	Information Technology Technician II - Help Desk	1
	4	Instructional Assistant - Anthropology	1
	4	Instructional Assistant - Campus Computer Laboratory	1
	4	Instructional Assistant - Cosmetology	1
	4	Instructional Assistant - Costuming and Makeup	1
	4	Instructional Assistant - Disabled Student Program & Services	1
	4	Instructional Assistant - Foreign Language	1
	4	Instructional Assistant - Learning Resources	1
	4	Instructional Assistant - Photography	1
	4	Instructional Assistant - Writing/English/Reading	1
	4	Instructional Assistant-Mathematics	1
	4	Laboratory Technician - Science	2
	4	Legal Assisting Assistant Adjunct Professor	1
	4	Maintenance HVAC Mechanic	1
	4	Maintenance Technician I	1
	4	Maintenance Technician II	1
4	Mathematics Adjunct Assistant Professor Pool	1	
4	Media Systems/Resources Technician II	1	

SETA- Employer Activity Report

The following is an update of information as of February 21, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
Los Rios Community College District	4	Mental Health Advocate	2
	4	Maintenance Plumber	1
	4	Music Adjunct Assistant Professor	1
	4	Nursing Assistant Professor--Medical Surgical, Simulation & Clinical Liaison	1
	4	Nursing Assistant Professor - Psychology	2
	4	Outreach Specialist Limited Term	1
	4	Payroll Accountant	2
	4	Personal Activity Adjunct Assistant Professor Pool	1
	4	Philosophy Adjunct Assistant Professor	1
	4	Philosophy Adjunct Assistant Professor Pool	1
	4	Photography Adjunct Assistant Professor Pool	2
	4	Physics/Astronomy Adjunct Assistant Professor Pool	1
	4	Police Captain	1
	4	Police Officer	1
	4	Project Director (X) for TRIO Educational Talent Search	1
	4	Psychology Assistant Professor	1
	4	Radio, TV and Film Adjunct Assistant Professor Pool	2
	4	Real Estate Adjunct Assistant Professor	1
	4	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	4	Special Projects - Education Coach II	1
	4	Special Projects - Open Educational Resources Specialist	1
	4	Special Projects-Sustainability Coordinator	1
	4	Student Support Assistant	4
	4	Student Support Specialist	2
	4	Student Support Supervisor	1
	4	Theater Arts Film Adjunct Assistant Professor Pool	1
4	Theatre Arts Adjunct Assistant Professor	1	
4	Theatre Arts Technical Adjunct Assistant Professor Pool	1	

SETA- Employer Activity Report

The following is an update of information as of February 21, 2025

EMPLOYER	CRITICAL CLUSTER	JOBS	# of Positions
Regional Industry/Occupational Cluster Keys: 1=Advanced Manufacturing; 2=Clean Economy;3=Construction; 4=Education and Knowledge Creation; 5=Food and Agriculture; 6=Health Services; 7=Information and			
Los Rios Community College District	4	Tutoring Adjunct Coordinator Pool	1
	4	Veterinary Animal Health Technology Adjunct Assistant Professor Pool	1
	4	Veterinary Technology Adjunct Assistant Professor Pool	1
	4	Vice President of Instruction	2
	4	Vice President of Student Services	1
	4	Vice President of Student Services & Equity	1
	4	Vietnamese Adjunct Assistant Professor Pool	1
	4	Welding Technology Assistant Professor	1
	4	Women and Gender Studies Adjunct Assistant Professor Pool	1
	4	Women's Basketball Adjunct Head Coach	1
Morrison Chopping LLC	9	Farmworker - Combine, Harvest, Equipment Operator - Multiple Commodities	9
Resource Staffing Group	9	Call Center - Customer Service Representative	1
	9	Data Entry Clerk	1
	9	Document Management Clerk	1
	9	Office Clerk	1
TTEC Government Solutions, LLC	9	Bilingual Healthcare Customer Service Representative - Remote	2
Total Maintenance Management	9	Airport Custodians	10
	9	Airport Porters	
	9	Overnight Custodian	10
UAW Center for Manufacturing a Green Economy	9	CMGE Community Director	1
	9	CMGE Workforce Development Director	1
Total			398

**INFORMATION ITEM III-C
Dislocated Worker Update**

Presenter: William Walker

BACKGROUND:

Attached is a copy of the most current dislocated worker updates.

Staff will be available to answer questions.

Dislocated Worker Information PY 2024/2025

The following is an update of information as of February 21, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
California Communication Access Foundation 1300 Ethan Way, Suite 105 Sacramento, CA 95825	Communications	7/1/2024	Permanent	7	Sacramento, CA	Yes	Yes
Off Duty Services 6600 Bruceville Rd. Sacramento, CA 95823	Security	7/28/2024	Permanent	10	Sacramento, CA	Yes	Yes
VSP Vision 151 Blue Ravine Rd. Folsom, CA 95630	Healthcare	8/2/2024	Permanent	57	Sacramento, CA	Yes	Yes
Agilent Technologies, Inc. 91 & 110 Blue Ravine Rd. Folsom, CA 95630	Laboratory Technologies	8/9/2024	Permanent	4	Folsom, CA	Yes	Yes
Construction Innovations 10630 Mather Blvd. Suite 200 Mather, CA 95655	Construction	8/20/2024	Permanent	165	Sacramento, CA	Yes	Yes
Coach USA 7701 Wilbur Way Sacramento, CA 95828	Transportation	9/3/2024	Permanent	59	Sacramento, CA	Yes	Yes
Big Lots 6630 Valley Hi Drive Sacramento, CA 95823	Retail	8/1/2024	Closure	12	Sacramento, CA	No	Yes
Big Lots 8700 Rivera Drive Sacramento, CA 95826	Retail	8/1/2024	Closure	20	Sacramento, CA	No	Yes
Big Lots 9500 Greenback Lane Folsom, CA 95630	Retail	8/1/2024	Closure	22	Folsom, CA	No	Yes
Bucca di Beppo 1249 Howe Ave. Sacramento, CA 95825	Restaurant	8/2/2024	Closure	48	Sacramento, CA	Yes	Yes
Sunpower 3200 Dwight Road Suite 900 Elk Grove, CA 95758	Transportation	9/3/2024	Permanent	16	Elk Grove, CA	Yes	Yes
Big Lots 3615 Elkhorn Blvd North Highlands, CA 95660	Retail	10/27/2024	Permanent	15	Sacramento, CA	No	Yes

Dislocated Worker Information PY 2024/2025

The following is an update of information as of February 21, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
Big Lots 8539 Elk Grove Blvd Elk Grove, CA 95624	Retail	10/27/2024	Permanent	16	Sacramento, CA	No	Yes
LL Flooring 8777 Elk Grove Blvd Elk Grove, CA 95625	Retail	9/15/2024	Permanent	3	Sacramento, CA	No	Yes
Garcia's Restaurant 6049 Madison Ave Carmichael, CA 95608	Restaurant	9/27/2024	Permanent	51	Sacramento, CA	No	Yes
Cisco Rancho Cordova, CA 95670	IT	11/15/2024	Permanent	69	Sacramento, CA	Yes	Yes
Intel 1900 Prairie City Rd, Folsom, CA 95630	IT	11/15/2024	Permanent	273	Sacramento, CA	Yes	Yes
Foundation for California Community Colleges 1102 Q Street Suite 4800 Sacramento, CA 95811	Education	11/15/2024	Permanent	368	Sacramento, CA	Yes	No
VSP Vision 151 Blue Ravine Rd. Folsom, CA 95630	Healthcare	1/2/2025	Permanent	186	Sacramento, CA	Yes	Yes
Blue Shield of California 3300 Zinfandel Dr. Building A Rancho Cordova, CA	Healthcare	1/27/2025	Permanent	3	Sacramento, CA	Yes	Yes
Hunts & Sons, LLC 5725 Alder Avenue Sacramento, Ca 95828	Trade, Transportation and Utilities	1/2/2025	Permanent	24	Sacramento, CA	Yes	Yes
Advanced Auto Parts 2500 Arden Way, Unit 101 Sacramento, CA 95825	Retail	3/9/2025	Permanent	9	Sacramento, CA	Yes	Yes
Advanced Auto Parts 5135 Auburn Blvd Sacramento, CA 95841	Retail	3/9/2025	Permanent	19	Sacramento, CA	Yes	Yes

Dislocated Worker Information PY 2024/2025

The following is an update of information as of February 21, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
Advanced Auto Parts 955 Fee Dr. Sacramento, CA 95815	Retail	3/9/2025	Permanent	13	Sacramento, CA	Yes	Yes
Advanced Auto Parts 10899 Folsom Blvd. Rancho Cordova, CA 95670	Retail	3/9/2025	Permanent	10	Sacramento, CA	Yes	Yes
Advanced Auto Parts 9304 Greenback Lane Orangevale, CA 95662	Retail	3/9/2025	Permanent	6	Sacramento, CA	Yes	Yes
Advanced Auto Parts 3538 Northgate Blvd Sacramento, CA 95834	Retail	3/9/2025	Permanent	8	Sacramento, CA	Yes	Yes
Advanced Auto Parts 5885 47th Ave. Sacramento, CA 95841	Retail	3/9/2025	Permanent	13	Sacramento, CA	Yes	Yes
Macy's 6000 Sunrise Mall Citrus Heights, CA 95610	Retail	3/18/2025	Permanent	71	Sacramento, CA	Yes	Yes
Macy's 414 K Street Sacramento, CA 95814	Retail	3/18/2025	Permanent	71	Sacramento, CA	Yes	Yes
Party City 6302 Sunrise Blvd. Citrus Heights, CA 95610	Retail	2/28/2025	Permanent	10	Sacramento, CA	No	Yes
Party City 2780 E. Bidwell St. #100 Folsom, CA 95630	Retail	2/28/2025	Permanent	12	Sacramento, CA	No	Yes
Party City 1703 Arden Way Sacramento, CA 95815	Retail	2/28/2025	Permanent	15	Sacramento, CA	No	Yes

Dislocated Worker Information PY 2024/2025

The following is an update of information as of February 21, 2025

EMPLOYER	SECTOR/INDUSTRY	DATE OF LAYOFF	STATUS	NO. OF AFFECTED WORKERS	REGION/ LOCATION	Official WARN Notice	Contacted
1 Click Logistics 7461 Metro Air Parkway, Ste. 100 Sacramento, CA 95837	Logistics/Transportation	3/31/2025	Permanent	12	Sacramento, CA	Yes	Yes
Intel 1900 Prairie City Rd, Folsom, CA 95630	IT	3/31/2025	Permanent	58	Sacramento, CA	Yes	Yes
Kohl's 1703 Arden Way Sacramento, CA 95815	Retail	3/30/2025	Permanent	60	Sacramento, CA	Yes	Yes
Sacramento Motorcars LLC 8590 Laguna Grove Dr. Elk Grove, CA 95757	Retail	3/31/2025	Permanent	199	Sacramento, CA	Yes	Yes
Macy's Fulfillment Center 6200 Franklin Blvd. Sacramento, CA 95824	Retail	9/27/2025	Permanent	78	Sacramento, CA	Yes	Yes
				2,092			

INFORMATION ITEM III-D

Unemployment Update/Press Release from the Employment Development Department

Presenter: Roy Kim/Cara Welch

BACKGROUND:

The unemployment rate for the Sacramento MSA for the month of December was 4.6%.

Attached is a copy of a press release from the Employment Development Department breaking down the job losses and job creations for the regional area.

Staff will be available to answer questions.

EMPLOYMENT DEVELOPMENT DEPARTMENT
 Labor Market Information Division
 9323 Tech Center Drive, Suite 1000
 Sacramento, CA 95826

Contact: Cara Welch
 (916) 530-1700

**SACRAMENTO—ROSEVILLE—ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
 (EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**
Total jobs in the Sacramento region reaches 1,115,900

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.6 percent in December 2024, down from a revised 4.8 percent in November 2024, and unchanged from the year-ago estimate of 4.6 percent. This compares with an unadjusted unemployment rate of 5.2 percent for California and 3.8 percent for the nation during the same period. The unemployment rate was 4.3 percent in El Dorado County, 4.0 percent in Placer County, 4.7 percent in Sacramento County, and 5.3 percent in Yolo County.

Between November 2024 and December 2024, combined employment in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 1,100 to total 1,115,900 jobs.

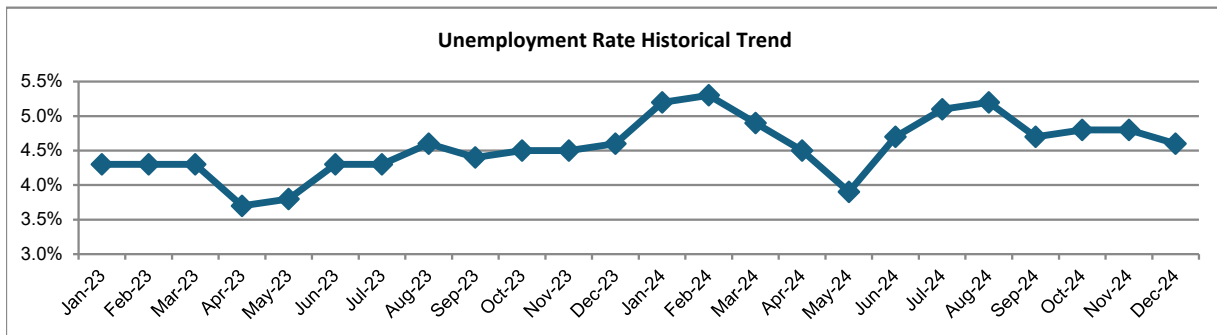
- Trade, transportation, and utilities experienced a normal seasonal gain in December with the addition of 1,600 jobs. Retail trade (up 1,000 jobs) and transportation, warehousing, and utilities (up 600 jobs) were responsible for the growth. Wholesale trade remained unchanged.
- Over the month, leisure and hospitality rose by 600 jobs. Arts, entertainment, and recreation (up 800 jobs) accounted for the increase. Accommodation and food services offset the gain with a drop of 200 jobs.
- Other services recorded an uptick of 400 jobs from November to December, following three months of job decline.
- Government employment reduced the most from November to December, shedding 1,300 jobs. State government (down 700 jobs) and local government (down 600 jobs) accounted for the reduction while federal government remained unchanged.

Between December 2023 and December 2024, total jobs in the region increased by 11,500, or 1.0 percent.

- Private education and health services (up 13,400 jobs) continued to lead year-over job growth. Healthcare and social assistance (up 13,100 jobs) was responsible for 98 percent of the increase. Private educational services picked up 300 jobs.
- Employment in government grew by 3,700 jobs compared to last December, with gains in local government (up 3,200 jobs) and state government (up 700 jobs). Federal government lost 200 jobs.
- Over the year, professional and business services expanded by 1,000 jobs. Administrative and support and waste service (up 600 jobs) and professional and business services (up 500 jobs) were responsible for the expansion. Management of companies and enterprises experienced a slight drop of 100 jobs.
- Six industries reported year-over decline: led by construction (down 3,400 jobs), manufacturing (down 1,100 jobs), financial activities (down 1,100 jobs), other services (down 600 jobs), information (down 600 jobs), and farm (down 200 jobs).

IMMEDIATE RELEASE
 SACRAMENTO--ROSEVILLE--ARDEN-ARCADE METROPOLITAN STATISTICAL AREA (MSA)
 (El Dorado, Placer, Sacramento, and Yolo Counties)

The unemployment rate in the Sacramento--Roseville--Arden-Arcade MSA was 4.6 percent in December 2024, down from a revised 4.8 percent in November 2024, and unchanged from the year-ago estimate of 4.6 percent. This compares with an unadjusted unemployment rate of 5.2 percent for California and 3.8 percent for the nation during the same period. The unemployment rate was 4.3 percent in El Dorado County, 4.0 percent in Placer County, 4.7 percent in Sacramento County, and 5.3 percent in Yolo County.



Industry	Nov-2024	Dec-2024	Change		Dec-2023	Dec-2024	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,114,800	1,115,900	1,100		1,104,400	1,115,900	11,500
Total Farm	8,500	8,300	(200)		8,500	8,300	(200)
Total Nonfarm	1,106,300	1,107,600	1,300		1,095,900	1,107,600	11,700
Mining, Logging, and Construction	74,200	73,500	(700)		76,900	73,500	(3,400)
Mining and Logging	600	600	0		600	600	0
Construction	73,600	72,900	(700)		76,300	72,900	(3,400)
Manufacturing	39,500	39,600	100		40,700	39,600	(1,100)
Trade, Transportation, and Utilities	173,500	175,100	1,600		174,900	175,100	200
Information	8,700	8,800	100		9,400	8,800	(600)
Financial Activities	48,600	48,600	0		49,700	48,600	(1,100)
Professional and Business Services	136,000	136,300	300		135,300	136,300	1,000
Private Education and Health Services	210,400	210,600	200		197,200	210,600	13,400
Leisure and Hospitality	111,800	112,400	600		112,200	112,400	200
Other Services	37,500	37,900	400		38,500	37,900	(600)
Government	266,100	264,800	(1,300)		261,100	264,800	3,700

Notes: Data not adjusted for seasonality. Data may not add due to rounding

ary 24, 2025

Employment Development Department
 Labor Market Information Division
 (916) 262-2162

Sacramento--Roseville--Arden-Arcade MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
 Industry Employment & Labor Force
 March 2023 Benchmark

Data Not Seasonally Adjusted

	Dec 23	Oct 24	Nov 24	Dec 24	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,132,100	1,134,000	1,133,900	1,138,400	0.4%	0.6%
Civilian Employment	1,080,000	1,079,200	1,080,000	1,086,000	0.6%	0.6%
Civilian Unemployment	52,100	54,700	54,000	52,400	-3.0%	0.6%
Civilian Unemployment Rate	4.6%	4.8%	4.8%	4.6%		
(CA Unemployment Rate)	5.1%	5.4%	5.3%	5.2%		
Unemployment Rate)	3.5%	3.9%	4.0%	3.8%		

, All Industries (2)	1,104,400	1,113,000	1,114,800	1,115,900	0.1%	1.0%
Total Farm	8,500	9,800	8,500	8,300	-2.4%	-2.4%
Total Nonfarm	1,095,900	1,103,200	1,106,300	1,107,600	0.1%	1.1%
Total Private	834,800	838,300	840,200	842,800	0.3%	1.0%
Goods Producing	117,600	115,700	113,700	113,100	-0.5%	-3.8%
Mining, Logging, and Construction	76,900	76,000	74,200	73,500	-0.9%	-4.4%
Mining and Logging	600	600	600	600	0.0%	0.0%
Construction	76,300	75,400	73,600	72,900	-1.0%	-4.5%
Construction of Buildings	15,200	15,100	14,900	14,800	-0.7%	-2.6%
Specialty Trade Contractors	53,100	53,200	51,600	50,900	-1.4%	-4.1%
Foundation, Structure, and Building Exterior C	14,300	14,400	13,900	13,600	-2.2%	-4.9%
Building Equipment Contractors	22,900	22,200	21,500	21,400	-0.5%	-6.6%
Building Finishing Contractors	10,800	11,600	11,300	11,200	-0.9%	3.7%
Manufacturing	40,700	39,700	39,500	39,600	0.3%	-2.7%
Durable Goods	25,500	24,800	24,900	24,900	0.0%	-2.4%
Computer and Electronic Product Manufacturin	4,300	4,200	4,200	4,200	0.0%	-2.3%
Non-Durable Goods	15,200	14,900	14,600	14,700	0.7%	-3.3%
Food Manufacturing	6,200	6,200	6,000	6,000	0.0%	-3.2%
Service-Providing	978,300	987,500	992,600	994,500	0.2%	1.7%
Private Service Providing	717,200	722,600	726,500	729,700	0.4%	1.7%
Trade, Transportation, and Utilities	174,900	170,000	173,500	175,100	0.9%	0.1%
Wholesale Trade	28,500	28,600	29,200	29,200	0.0%	2.5%
Merchant Wholesalers, Durable Goods	16,500	16,700	17,100	17,000	-0.6%	3.0%
Merchant Wholesalers, Nondurable Goods	10,500	10,200	10,400	10,400	0.0%	-1.0%
Retail Trade	103,400	101,400	103,100	104,100	1.0%	0.7%
Motor Vehicle & Parts Dealer	15,200	15,300	15,200	15,300	0.7%	0.7%
Building Material and Garden Equipment and S	8,800	8,700	8,600	8,700	1.2%	-1.1%
Grocery and Convenience Retailers	21,000	20,900	21,300	21,400	0.5%	1.9%
General Merchandise Retailers	22,200	21,400	22,300	22,700	1.8%	2.3%
Health and Personal Care Retailers	5,300	4,500	4,600	4,600	0.0%	-13.2%
Clothing, Clothing Accessories, Shoe, and Jew	7,400	6,700	7,100	7,500	5.6%	1.4%
Sporting Goods, Hobby, Musical Instrument, B	11,200	11,200	11,400	11,300	-0.9%	0.9%
Transportation, Warehousing, and Utilities	43,000	40,000	41,200	41,800	1.5%	-2.8%
Information	9,400	8,700	8,700	8,800	1.1%	-6.4%
Publishing Industries	2,100	2,000	2,000	2,000	0.0%	-4.8%
Telecommunications	2,400	2,300	2,300	2,300	0.0%	-4.2%
Financial Activities	49,700	48,700	48,600	48,600	0.0%	-2.2%
Finance and Insurance	30,600	29,600	29,600	29,500	-0.3%	-3.6%
Credit Intermediation and Related Activities inc	8,300	7,900	7,900	7,800	-1.3%	-6.0%
Depository Credit Intermediation including Mo	5,200	5,100	5,100	5,000	-2.0%	-3.8%
Nondepository Credit Intermediation	1,600	1,600	1,600	1,600	0.0%	0.0%
Insurance Carriers and Related Activities	19,300	18,900	18,900	18,900	0.0%	-2.1%
Real Estate and Rental and Leasing	19,100	19,100	19,000	19,100	0.5%	0.0%
Real Estate	14,800	14,500	14,500	14,500	0.0%	-2.0%
Professional and Business Services	135,300	136,400	136,000	136,300	0.2%	0.7%
Professional, Scientific, and Technical Services	62,200	62,500	62,000	62,700	1.1%	0.8%
Architectural, Engineering, and Related Servi	11,000	11,500	11,500	11,500	0.0%	4.5%
Management of Companies and Enterprises	12,800	12,900	12,700	12,700	0.0%	-0.8%

Sacramento--Roseville--Arden-Arcade MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
 Industry Employment & Labor Force
 March 2023 Benchmark

Data Not Seasonally Adjusted

	Dec 23	Oct 24	Nov 24 Revised	Dec 24 Prelim	Percent Change	
					Month	Year
Administrative and Support and Waste and Remediation Services	60,300	61,000	61,300	60,900	-0.7%	1.0%
Administrative and Support Services	56,700	57,400	57,800	57,400	-0.7%	1.2%
Employment Services	17,700	16,600	16,700	16,500	-1.2%	-6.8%
Services to Buildings and Dwellings	18,200	19,700	19,800	19,500	-1.5%	7.1%
Private Education and Health Services	197,200	209,700	210,400	210,600	0.1%	6.8%
Private Educational Services	16,700	17,100	17,300	17,000	-1.7%	1.8%
Health Care and Social Assistance	180,500	192,600	193,100	193,600	0.3%	7.3%
Ambulatory Health Care Services	65,200	70,100	69,800	70,600	1.1%	8.3%
Hospitals	27,200	29,400	29,500	29,600	0.3%	8.8%
Nursing and Residential Care Facilities	19,400	21,000	21,100	21,200	0.5%	9.3%
Leisure and Hospitality	112,200	111,100	111,800	112,400	0.5%	0.2%
Arts, Entertainment, and Recreation	20,400	20,100	20,400	21,200	3.9%	3.9%
Accommodation and Food Services	91,800	91,000	91,400	91,200	-0.2%	-0.7%
Accommodation	9,500	9,500	9,400	9,600	2.1%	1.1%
Food Services and Drinking Places	82,300	81,500	82,000	81,600	-0.5%	-0.9%
Restaurants and Other Eating Places	77,800	77,200	77,700	77,300	-0.5%	-0.6%
Full-Service Restaurants	33,700	33,900	34,000	33,900	-0.3%	0.6%
Limited-Service Restaurants and Other Eating Places	44,100	43,300	43,700	43,400	-0.7%	-1.6%
Other Services	38,500	38,000	37,500	37,900	1.1%	-1.6%
Repair and Maintenance	11,700	11,700	11,100	11,300	1.8%	-3.4%
Government	261,100	264,900	266,100	264,800	-0.5%	1.4%
Federal Government	14,600	14,600	14,400	14,400	0.0%	-1.4%
Department of Defense	1,700	1,700	1,700	1,700	0.0%	0.0%
Total State and Local Government	246,500	250,300	251,700	250,400	-0.5%	1.6%
State Government	136,500	137,800	137,900	137,200	-0.5%	0.5%
State Government Educational Services	29,800	27,900	28,100	28,100	0.0%	-5.7%
State Government Excluding Education	106,700	109,900	109,800	109,100	-0.6%	2.2%
Local Government	110,000	112,500	113,800	113,200	-0.5%	2.9%
Local Government Educational Services	60,000	61,000	62,100	61,800	-0.5%	3.0%
Local Government excluding Educational Services	50,000	51,500	51,700	51,400	-0.6%	2.8%
County Government	20,100	20,600	21,000	20,700	-1.4%	3.0%
City Government	10,400	11,000	10,900	10,900	0.0%	4.8%
Special Districts plus Tribes	19,500	19,900	19,800	19,800	0.0%	1.5%

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Cara Welch 916-530-1700 or Alyssa Bonillas 916-982-9257

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

REPORT 400 C
Monthly Labor Force Data for Counties
December 2024 - Preliminary
 Data Not Seasonally Adjusted

(916) 262-2162

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,324,000	18,320,900	1,003,100	5.2%
ALAMEDA	16	822,900	785,900	36,900	4.5%
ALPINE	34	570	540	30	5.8%
AMADOR	26	14,530	13,750	780	5.3%
BUTTE	32	93,500	88,200	5,200	5.6%
CALAVERAS	14	22,640	21,630	1,010	4.4%
COLUSA	57	10,580	8,930	1,650	15.6%
CONTRA COSTA	18	548,700	523,500	25,200	4.6%
DEL NORTE	37	9,240	8,660	580	6.2%
EL DORADO	11	94,400	90,300	4,100	4.3%
FRESNO	49	461,900	425,200	36,600	7.9%
GLENN	40	12,790	11,970	820	6.4%
HUMBOLDT	21	61,200	58,200	2,900	4.8%
IMPERIAL	58	74,800	61,500	13,300	17.8%
INYO	7	8,610	8,270	340	3.9%
KERN	51	395,600	362,800	32,800	8.3%
KINGS	52	59,700	54,700	5,000	8.4%
LAKE	42	28,980	27,070	1,900	6.6%
LASSEN	34	8,410	7,930	490	5.8%
LOS ANGELES	33	5,015,900	4,730,300	285,600	5.7%
MADERA	48	67,400	62,200	5,200	7.7%
MARIN	2	131,000	126,500	4,500	3.5%
MARIPOSA	29	7,570	7,160	410	5.4%
MENDOCINO	26	37,520	35,520	2,000	5.3%
MERCED	55	120,400	108,900	11,500	9.5%
MODOC	46	3,160	2,940	230	7.1%
MONO	14	8,230	7,870	360	4.4%
MONTEREY	54	209,700	191,900	17,800	8.5%
NAPA	11	70,400	67,400	3,000	4.3%
NEVADA	10	48,950	46,930	2,020	4.1%
ORANGE	5	1,587,700	1,527,700	60,000	3.8%
PLACER	8	196,200	188,400	7,800	4.0%
PLUMAS	50	7,090	6,510	580	8.1%
RIVERSIDE	23	1,172,300	1,113,200	59,100	5.0%
SACRAMENTO	19	737,200	702,500	34,700	4.7%
SAN BENITO	42	32,000	29,800	2,100	6.6%
SAN BERNARDINO	21	1,026,500	976,900	49,600	4.8%
SAN DIEGO	11	1,593,600	1,524,800	68,800	4.3%
SAN FRANCISCO	2	552,100	532,800	19,300	3.5%
SAN JOAQUIN	40	361,300	338,200	23,100	6.4%
SAN LUIS OBISPO	4	134,100	129,100	5,000	3.7%
SAN MATEO	1	436,700	422,200	14,500	3.3%
SANTA BARBARA	16	214,700	205,000	9,800	4.5%
SANTA CLARA	5	1,029,400	990,300	39,100	3.8%
SANTA CRUZ	38	131,000	122,700	8,300	6.3%
SHASTA	29	74,900	70,800	4,000	5.4%
SIERRA	29	1,360	1,280	70	5.4%
SISKIYOU	47	16,210	15,030	1,180	7.3%
SOLANO	24	204,700	194,200	10,500	5.1%
SONOMA	8	247,800	238,000	9,800	4.0%
STANISLAUS	44	248,500	231,500	17,000	6.8%
SUTTER	52	47,400	43,500	4,000	8.4%
TEHAMA	38	26,130	24,480	1,650	6.3%
TRINITY	34	4,600	4,330	270	5.8%
TULARE	56	215,000	193,000	22,000	10.2%
TUOLUMNE	24	20,720	19,680	1,050	5.1%
VENTURA	19	412,300	392,900	19,400	4.7%
YOLO	26	110,600	104,700	5,800	5.3%
YUBA	45	32,800	30,500	2,300	6.9%

Notes

1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

2) Labor force data for all geographic areas now reflect the March 2023 benchmark and Census Vintage 2020 population controls at the state level.

INFORMATION ITEM III-E
Head Start Reports

Presenter: Karen Griffith

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the most current Head Start fiscal report sent under separate cover and the Head Start Deputy Director's monthly report.

Staff will be available to answer questions.



Seta Head Start

Food Service Operations Monthly Report

*January, 2025

1/9/25 - Galt EHS closed due to no heat.

1/14/25 - Walnut Grove Preschool closed due to no staff

1/15/25 - Homebase Preschool had a field trip to the Country Club Lanes we prepared 45 snack lunches.

1/16/25 - Sharon Neese had a field trip on site with Music Paul.

Lunch	PM Snack	Breakfast	Field Trips
33,726	32,391	34,793	2

Total Amount of Meals and Snacks Prepared **100,955**

Purchases:

Food	\$130,233.83
Non - Food	\$16,534.19

Building Maintenance and Repair: **\$0.00**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$0.00**

Vehicle Maintenance and Repair: **\$2,188.20**

Vehicle Gas / Fuel: **\$2,491.81**
Normal Delivery Days **18**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

January 2025

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1364	168	12%	739	130	18%
Twin Rivers USD	156	38	24%	56	5	5%
Elk Grove USD	440	82	19%	NA	NA	NA
Sac City USD	676	75	11%	16	1	6%
San Juan USD	712	81	11%	96	9	9%
WCIC	100	3	3%	NA	NA	NA
COUNTY TOTAL	3448	447	13%	907	125	16%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
January 2025**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (01/31/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	440	439	0	100%	7% +
Sacramento City USD	676	576	0	85%	1% +
San Juan USD	712	677	20 (98%)	95%	2% +
SETA	1,364	1,374	0	101%	4% +
Twin Rivers USD	156	149	0	96%	9% +
WCIC/Playmate	100	106	0	106%	6% +
Total	3,448	3,321	20 (97%)	96%	3% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (01/31/25)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	166	154	10 (99%)	93%	2% +
SETA	739	726	0	98%	2% +
Twin Rivers USD	56	55	0	98%	11% +
SCUSD	16	15	0	94%	0%
Total	977	950	10 (98%)	97%	2%+

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
- (b) Demonstrates enrollment percentages if classes were not capped/closed due to staffing shortage and or other programmatic challenges.
- (c) If enrollment is less than 100%, the agency includes a corrective plan of action.
- (d) Demonstrates difference in percentage of enrollment totals from previous month.

Reasons for Program Under Enrollment

Elk Grove USD

- The SYNERGY registration currently has 102 families in the queue. These represent submissions from January 10th, 2025, through January 31st, 2025. The 24-25 EGUSD Preschool Interest Form has a total of 291 recruitment, 105 registered -not certified, and 116 waitlist-certified families. Our program currently has 12 vacancies.
- Inclusion spots that are still vacant are due to not having families confirmed or sent over. Currently, we are waiting to hear back from families that belong to Pleasant Grove Elementary School.
- We continue to face placement challenges for families in impacted sites who want to remain on WL for their site of preference. We have offered placement at the sites with vacancies, but they have declined and prefer to wait.

Sacramento City USD

- Current Sites under 100% enrolled, is due to students dropping from the program, moving out of state, or out of our district. However, we do have a plan to continue to recruit for the under enrolled sites.
- There are 7 sites with pending enrollments, which will be starting within the next week. We also have enrollments that started at the beginning of February.
- Some sites experience low enrollment due to challenges related to their geographic location.

San Juan USD

- Due to reduced staffing -20 Head Start slots and 10 Early Head Start slots capped.
- San Juan Unified School District ERSEA team has **one** Admissions and Family Services Technician (AFST) vacancy. AFSTs are staff who primarily work with new and current families regarding eligibility and enrollment.
- Classroom and Support Staff: One home-based teacher is currently on leave; One EHS Teacher on Special Assignment (TOSA) vacancy; Two Secretary vacancies (EHS/Governance secretary, and Registration secretary.)

SETA

- Vacancies in the following positions that support classroom ratio or enrollment: 36 Education positions (Site Supervisor, Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher/Infant Toddler) and 2 Family Services Worker.
- Low enrollment in 95822, 95823, 95818, and 95824 is due to competition from TK programs with longer hours. Restrictive income guidelines, and families missing appointments or failing to submit required documents.

Twin Rivers USD

- The program will begin with targeted recruitment for Rio Linda, service area is 95673, 95560 and 95652.
- Staffing vacancies for (1) Head Start Site Supervisor, (5) ECE Para Educators, (3) ECE Rover and (1) Teacher.

WCIC/Playmate

- WCIC's enrollment has increased to 106% for the month of January.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Program Educators continue to focus their efforts on filling classes by circulating preschool enrollment packets within the community, district websites, posting lawn signs around school sites and in the neighboring communities, and collaborating with EGUSD FACE Department and SAFE Centers.
- Alternative recruitment strategies is the use of Parent Child Playgroup Program. The playgroup instructor provides referrals to families who have children who meet our age requirements. Families that are currently on the TK (Transitional Kindergarten) waitlist have also been contacted by various ERSEA team members to offer them potential placement in one of our programs.

Sacramento City USD

- The strategies/action steps toward full enrollments are ongoing as we continue to partner with community organizations, attend community events, advertise by word of mouth, passing out fliers and brochures. The Early Learning and Care Team did an interview with the news station and Sacramento Bee to advertise our preschools for families within our community.
- Following up with families who are on our site's wait list to inform them of classroom openings as they become available. Our School Community Liaison (SCL) is building partnerships with community organizations and is communicating with these organizations to inquire about upcoming events that will be taking place within the community. The School Community Liaison and Parent Advisor raise awareness on the importance of preschool and provide a variety of strategies on why Early Learning is important and how early learning can have a positive effect on the children and families.
- When community events are available, we attend to promote our preschools to build a rapport and develop a trustworthy relationship with the community.

San Juan USD

- School Community Workers (SCWs) tabled at Community Care Hub event run by Family and Community Engagement department at Northridge Elementary School (95628).
- There are 49 participants who are income eligible or categorically eligible have been added to the waitlist throughout the entire agency. (EHS and HS program).

SETA

- Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA hosted Job Fair January 25, 2025. The following positions were onboarded this month: 1 Family Services Worker, 2 Head Start Teachers, 3 Associate Teacher's, and 1 Infant Toddler Lead Teacher.
- Develop guidance for offering virtual appointments, when the required documents are received to accommodate varying schedules.
- Increase community awareness of our programs by training FSWs on the importance of building relationships and effective outreach strategies with local agencies as well as encouraging participation in resource and recruitment fairs.

Twin Rivers USD

- The ERSEA team recruited at the following community events: Kinder Roundup at Regency Park Elementary, The Klip Joint, Rio Linda Post Office, Village Elementary and Rio Linda Public Library.
- All the vacant positions are posted on Edjoin/Team Tailor. Admin screens, interviews, and submissions of recommendation of staffing for HR to hire. Contracted with Childcare Careers (CCC) substitutes to fill the vacancies temporarily.
- Enrollment is ongoing. Families are contacted from the ranked waiting list appropriately.

- SETA will continue to provide waiting lists of potential families inquiring through our online portal to assist TRUSD with recruitment of eligible families.

WCIC/Playmate

- WCIC's staff actively distributed flyers and recruited children from Next Move Homeless Services Shelter located on Parker Avenue. Staff continues to collaborate with the 16th Avenue Head Start Program to enhance recruitment efforts.
- In January 2025, WCIC provided 5 families with monthly bus passes to support their transportation needs.

**PUBLIC COMMENTS RELATING TO MATTERS NOT ON THE POSTED AGENDA
ITEM IV**

Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.

REPORTS TO THE BOARD ITEM V

A. Chair

The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

B. Executive Director

This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet. The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

C. Deputy Directors' Report

This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

D. Counsel's Report

The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities.

E. Members of the Board

This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.